



**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION AND TRAINING BOARD**

**Cleaning Post**

Applications are invited for the following Fixed Term Cleaning post in the following school

- **Coláiste Gleann Lí, Tralee – 12.5 hours per week for 41 weeks per academic year**

Appointment is to the Scheme – Kerry ETB reserves the right to assign a staff member to any other location, as the service exigencies require.

**Essential Requirements:**

- Proven experience of undertaking cleaning duties
- Experience of using buffing and vacuuming equipment
- Working knowledge and familiarity with commercial cleaning techniques
- Good organisational and time management skills
- Flexible with the ability to deal with unexpected events and changing work activities
- Willingness to work outside normal hours as required
- Experience and understanding of Health and Safety

**Desirable Requirements:**

- Ability to work effectively and supportively as a member of the school/college team
- Good interpersonal and communication skills
- Ability to act on own initiative
- Punctual, reliable and trustworthy

Please see Job Description and Person Specification available on [www.kerryetb.ie](http://www.kerryetb.ie) or from The Human Resources Department, Kerry Education and Training Board, Centrepont, John Joe Sheehy Road, Tralee, Co. Kerry.

Please complete application form which can be downloaded from Kerry ETB website [www.kerryetb.ie/opportunities](http://www.kerryetb.ie/opportunities) and return by email only to [jobs@kerryetb.ie](mailto:jobs@kerryetb.ie). No CVs only official application form will be accepted.

Applications by **email only** must be received not later than 12 noon 14<sup>th</sup> October 2019.

Colm Mc Evoy  
Chief Executive Officer

**Kerry Education & Training Board services Gaeltacht areas.  
Cuirfear fáilte roimh chomhfhreagras i nGaeilge.  
Garda Vetting of successful candidates will take place prior to offer of employment.**

**Canvassing will automatically disqualify.**

**Short-listing will take place on the basis of the information provided in the application form. Depending on the qualifications and experience of applicants, short-listing thresholds may be higher than the minimum standards set out.**

**Kerry Education & Training Board is an equal opportunities employer.  
“Creating a Learning Society in Kerry”**