

INFORMATION GUIDE
POSITION OF CLEANER (28 HOURS PER WEEK) (PART TIME) (PERMANENT)
COLUMBA COLLEGE, KILLUCAN
PP 02/2026

Longford and Westmeath Education and Training Board is currently recruiting for a permanent part-time cleaner. Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard.

Entry requirements and eligibility

- have the requisite knowledge and skills to carry out the role;
- be capable and competent of fulfilling the role to a high standard;
- Previous work experience in cleaning would be desirable.

Core skills

- Must be well motivated towards work
- Ability to communicate
- Flexible
- Co-operative attitude

Function of the Job

To provide cleaning services in accordance with the direction of the principal and the practices and procedures of Columba College, Killucan. Below is a list of weekly duties. The extent of the duties may vary depending on the hours allocated to a particular cleaning position. The role is not limited to the following:

1. Responsibility for hygiene and cleanliness in all school buildings to include classrooms, corridors, toilet areas, staff room area, offices and reception area.
2. **Windows (and glass in doors)** to be cleaned regularly weekly.
3. **Laundry** – Take responsibility for laundry in the school – jerseys, tea-towels etc.
4. **Waste management;** Emptying the waste and recycling bins throughout the school. Refuse bins to be left out for removal from premises in designated area.
5. **Canteen** - Ensure canteen is clean and tidy.
6. Hoover, dust and wash all offices/classrooms.
7. **School Events** - To clean classrooms for classes, meetings and all events after school e.g., parent teacher meetings, open days and all public events.
8. To be aware of the LWETB safety policy and procedures and be watchful at all times that it is fully implemented. To undertake all training as required for the role.

9. To perform such other duties as may be required and generally to carry out such instructions as may from time to time be given by the LWETB, the Principal, Deputy Principal or other responsible officer acting on their behalf.

Hours per week: 28 hours per week

The position is a part-time permanent role –28 hours per week

Hours of work will normally be between 12.30 p.m. – 6.00 p.m., Monday – Friday so that no less than 28 hours per week are worked. Hours in excess of 28, either by night or at weekend may be required and if required, the appropriate overtime rate per hour will be paid.

Starting salary: €25,996 (over 44 weeks)

For persons entering a recruitment grade for the first time, starting pay will be at the minimum of the new scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Base: Columba College, Killucan

The successful candidates will be initially assigned in the above location. However, LWETB reserves the right to assign you to any other location as the service exigencies require.

Shortlisting:

LWETB reserves the right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the application form. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

Interview:

Selection from shortlisted candidates, shall be by means of a competency-based interview conducted by LWETB.

Citizenship Requirement:

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non- EEA nationals with a valid work permit. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, and Norway. Swiss citizens under EU agreements may also apply.

Health and Character:

Those under consideration for a position will be required to complete a health and character declaration and a Garda Vetting Form. References will be sought.

Application and selection process:

- Candidates should read the supporting information guide on how to complete the application form.
- Completed application forms should be returned by email to recruitment@lwetb.ie by **13.00 hours on Friday 20th March 2026**.
- Provisional date for interviews is as soon as is practical post-closing date. Provisional date for interviews is week beginning 30th March 2026.
- Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard.
- It is the responsibility of the candidate to ensure that the application form is received before the stated deadline. Any technical difficulties encountered by the sender when submitting an application are not the responsibility of LWETB.
- Late applications will not be accepted.
- All applicants should note that Longford and Westmeath ETB reserve the right to shortlist applicants on agreed predetermined criteria. Shortlisting will apply.
- Please note when your application is submitted you will receive an acknowledgement of submission. This may not be taken as confirmation that the submission is a valid application. If you do not receive a confirmation message via email within two days, please email recruitment@lwetb.ie prior to the closing date.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications will not be considered.
- Please note that candidates are advised to apply for this role well in advance of the closing date and time to ensure their application is received before the closing date and time. It is the responsibility of the candidate to ensure that the application form is received before the stated deadline.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- Canvassing by or on behalf of the applicant will disqualify.
- If successful at interview, referees may be contacted directly by LWETB at its convenience and without further notice to candidates.
- All enquiries regarding your application should be made to recruitment@lwetb.ie using the post reference in the subject line of the email. Enquiries by any other means cannot guarantee a response before the closing date and time.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Longford and Westmeath is an equal opportunities employer.
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time, it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Youth, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.
- Further information on LWETB including details of our schools, centres for education and

- programmes can be found on our website www.lwetb.ie
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Ms. Siobhán Lynch Chief Executive, LWETB