

Strangford Integrated College

Job Application Pack

for the post of



CLEANER

(15 hours per week)

Completed applications should be returned to:
Principal's Secretary, Strangford Integrated College, Abbey Road, Millisle, Newtownards,
BT22 2GB.

**Applications should be received no later than 12 noon on
Friday 22nd May 2026.**



Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this post at Strangford Integrated College.

We are a grant maintained, 11-18, integrated college. We are situated in the village of Carrowdore, in an attractive and purpose built campus. We are fortunate to have enthusiastic, well behaved students in our community. It is our ambition to be one of the best schools in Northern Ireland, and as such, we have a focus on quality, creative Teaching for Learning. It is our aim to tap into the wealth of potential held by all our students to help them to compete at the highest levels in our ever changing world.

This is an excellent time to join Strangford Integrated College. We are highly oversubscribed and a new school building is currently being constructed with state of the art facilities.

The job is a permanent position as Cleaner. The post involves assisting working as part of a team to ensure the school is cleaned to a high standard.

The successful applicant should be a good team worker and should have experience of and a keen interest in cleaning.

The Governors are absolutely passionate about securing the very best for Strangford Integrated College and the Community - they will expect commitment and drive but coupled with sensibility and humility. A sense of humour and a willingness to work hard are also huge attributes.

I very much look forward to hearing from you. I appreciate the amount of time that goes into an application, so thank you in advance for considering joining us.

Yours faithfully

Clare Foster

Principal

Job Description



STRANGFORD INTEGRATED COLLEGE

JOB DESCRIPTION

CLEANER

Responsible to

Cleaner Supervisor

Job Purpose

Undertake, as part of a team, the cleaning of any area within the premises, designated by the cleaner supervisor.

1.0 Duties and Responsibilities

- 1.1 Sweep, suction clean, mop, dry buff, spray clean, spray wax, machine scrub and dry, strip and re-polish floors using appropriate equipment.
- 1.2 Clean and remove stains of soft floor surfaces (carpets/matting) using the appropriate cleaning method.
- 1.3 Clean toilet and shower area including the fixtures and fittings.
- 1.4 Clean, wash and dust ledges, walls, fixtures, fittings and internal surfaces up to 3.35M. Polishing furniture where appropriate.
- 1.5 Empty and clean internal litter bins and remove litter to the designated collection points.

2.0 General Conditions

- 2.1 All duties must be carried out to comply with:
 - (a) The Health and Safety at Work (NI) Order 1978;
 - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (c) The COSHH Regulations;
 - (d) Codes of Practice.
- 2.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 2.3 Cover colleagues on sick leave in line with School procedure.
- 2.4 Absence must be reported in line with the School's Procedure and the relevant forms must be completed and signed by the Cleaner Supervisor.

- 2.5 When carrying out cleaning duties protective clothing or work wear issued must be worn.
- 2.6 Flat-soled enclosed-toe footwear should be worn when carrying out cleaning duties.
- 2.7 Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately.
- 2.8 All necessary paperwork must be completed.
- 2.9 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

3.0 Training

- 3.1 Employees will accept any training for jobs graded at a higher level than their own. Payment will only be made where there is a requirement by the authority for the higher-level duties to be carried out.
- 3.2 Employees must accept any training to facilitate the undertaking of duties up to and including their own grade. The training to include:

Induction Training
Refresher Training



Strangford Integrated College

Post of Cleaner

Job Specification

Job Ref: SC\CL

Hours: 15 per week (3.30pm – 6.30pm Monday – Friday)
Term Time only. (Approximately 38 weeks per year)
A retainer is paid during school holidays

Rate of Pay: £13.629- £14.289 per hour

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS / EXPERIENCE		<p><u>Preference may be given to those applicants who have:</u></p> <ul style="list-style-type: none"> Have a minimum of three months' demonstrable working experience in a cleaning role
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of the requirements of a Cleaner in a school; Knowledge of cleaning methods/machinery Knowledge of health and safety requirements relevant to the role including COSHH. 	
SKILLS	<ul style="list-style-type: none"> Ability to communicate and take instruction in the English language; Effective communication skills; Interpersonal skills; Organisation and planning skills. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> Ability to use own initiative and to work under pressure to meet specific deadlines; 	

	<ul style="list-style-type: none"> • Ability to work as member of a team; • Flexible approach to work; • Willing to carry out instruction. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to undertake job related training as and when required. 	

It is desirable, but not essential, that applicants have previous cleaning experience in a public body or a medium/ large retail or office setting.

DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £32. Details of how to make payment will be sent to you at the pre-employment stage.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.dojni.gov.uk/accessni

Applications must be returned by Friday 22nd May 2026 at 12 noon.

By Post to: The Principal’s Secretary
Strangford Integrated College
Abbey Road
Carrowdore
BT22 2GB

By email to: jpierpoint232@c2kni.net

Late applications will not be accepted.

Posts involving work in educational establishments are subject to the provisions of the Children and Vulnerable Adults (NI) Order 2003.

Strangford Integrated College is an Equal Opportunities Employer

Memorandum on Child Protection



This information originates in Department of Education Circular 2006/06: www.deni.gov.uk

The Board of Governors of Strangford Integrated College seeks to discharge its duty of care to all students attending the College and to conduct employment procedures equitably and well.

1. Candidates are reminded that:

- All posts in this College are regarded as 'regulated positions' under the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).
- It is a criminal offence for any individual to apply for, offer to do or accept any work, paid or unpaid in a regulated position if that individual is:
 - Entered on DHSSPS list of those Disqualified from Working with Children.
 - Entered on Department of Education's list of unsuitable people.
 - Subject to a disqualification from the courts.
 - Where there is reason to suspect that an application has been received from such an individual the matter will be reported to the police and full co-operation given to any subsequent investigations including disclosure of all relevant documents.

2. Each candidate must:

- Declare any criminal conviction on the application form.
- Indicate that they are eligible to apply for a regulated position.
- **Provide the following if called for interview:**
 - Photographic proof of identity
 - Original birth certificate
 - Authorisation for school to initiate Vetting and Barring Procedures (used only for candidates recommended for appointment).
- **Provide the following if recommended for appointment**
- Proof of qualifications entered on application form.

3. Candidates are advised that:

- False or incomplete declaration of criminal convictions or false claims of qualifications will render an application ineligible and any recommendation for appointment will be withdrawn.
- Where the outcome of a Criminal Record Check, initiated as part of the Vetting and Barring Procedures, is unsatisfactory, in the opinion of the Principal, having consulted the Chairperson of the Board of Governors, a recommendation for appointment will be withdrawn.
- Due process will be followed but, if an individual has taken up post before the discovery of false or incomplete declaration of criminal convictions, or false

claims of qualification, or failure to disclose ineligibility to apply for or to hold a regulated position, the employment will be rescinded with immediate effect.

- In making application for a regulated position in Strangford Integrated College, candidates acknowledge the school's right to:
 - Carry out pre-employment and criminal record checks.
 - Take cognisance of such information as the school deems appropriate and make decisions accordingly
 - Require full compliance with the requirements set out in this memorandum.
 - Disqualify those candidates who fail to comply.
 - Disclose relevant documents to the PSNI in the event of any investigation.

A Criminal Record will not necessarily be a bar on obtaining a position in the College.