



Catering Assistant – Coleraine Grammar School

Primary Location: Coleraine Grammar School, 23-33 Castlerock Rd, Coleraine BT51 3LA

Contract Type: Permanent

Duration of Contract/Contract End Date: N/A

Status: Full-Time

Hours per Week: 15 / 35 hours per week (TBC)

Working Pattern: Will involve early morning to mid-afternoon working Monday to Friday, with extremely rare evening and or weekend duties.

Grade/Scale: Cleaner | NJC pt 5 - 8 | £13.6288 - £14.2897 per hour

Anticipated Interview Date(s): Thursday 17th September 2026

Additional Information: This post is based in Coleraine Grammar School. The working pattern for the post is based on the operational delivery within the school setting. This will involve early morning to mid-afternoon's, working Monday to Friday. Occasional there may be evening or weekend duties.

JOB DESCRIPTION

JOB TITLE: Cleaner

REPORTS TO: Estates Manager

RESPONSIBLE TO: Business Manager

JOB PURPOSE

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

MAIN DUTIES AND RESPONSIBILITIES

- Sweep, suction clean, mop, dry buff, spray clean, spray wax, machine scrub and dry, strip and re-polish floors using appropriate equipment.

- Clean and remove stains of soft floor surfaces (carpets/matting) using the appropriate cleaning method.
- Clean toilet and shower area including the fixtures and fittings.
- Clean swimming pool area including the fixtures and fittings.
- Clean, wash and dust ledges, walls, fixtures, fittings and internal surfaces up to 3.35M.
- Polish furniture where appropriate.
- Empty and clean internal litter bins and remove litter to the designated collection points.

General Conditions

- Carry out all duties 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.
- Carry out all duties in the working conditions normally inherent in the particular job.
- Cover colleagues on sick leave in line with Education Authority procedure.
- Absence must be reported in line with Education Authority's Procedure and the relevant forms must be completed and signed by the Building Supervisor.
- When carrying out cleaning duties protective clothing or work wear issued must be worn.
- Flat-soled enclosed-toe footwear should be worn when carrying out cleaning duties.
- Any cleaning equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately.
- Complete all necessary paperwork.
- 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.

Training

- 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.
- 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

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

In the event that you are recommended for appointed to a post that involves 'regulated activity', 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. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed at [NI Direct](#) or the [Department of Justice](#).

Coleraine Grammar School is an Equal Opportunities Employer.