Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hÓmaí

Job Description

Job Ref: 26/CW/62

Job Title: Caretaker/Cleaner

Reports to: Duty Officer

Responsible to: Manager or other Senior Officer

Location: Enniskillen Castle, Community Centres, Omagh and Community Centres in Enniskillen

Duration: Permanent, Temporary and casual opportunities

Hours of Work: Shifts will be offered in line with service needs and operating times and may include daytime, evening and weekend working

Salary/Wages: Scale 1; SCP 3; £13.45 per hour

Key Purpose of the Post

To undertake a range of cleaning and general maintenance duties to ensure facilities are maintained to a high standard of cleanliness, safety and presentation. The postholder will be required to work independently and act as a keyholder with responsibility for opening and closing the premises, ensuring the building is secure and operating procedures are followed.

Main Duties and Responsibilities

- Act as a keyholder, with responsibility for the safe and secure opening and closing of the premises in accordance with established procedures.
- Undertake a comprehensive range of cleaning duties throughout the facility, ensuring consistently high standards of cleanliness, hygiene and presentation including toilets.
- Follow established cleaning schedules and use initiative to identify and address cleaning requirements and/or referral to the Duty Officer for scheduled repair or supported cleaning.
- Undertake periodic and deep-cleaning duties across all areas of the facility
- Collect, segregate and dispose of waste in accordance with the Council's recycling and waste management procedures.

- Undertake duties independently and as a lone worker where required, complying with all relevant lone-working procedures and safety requirements.

- Carry out routine checks of the premises, equipment and facilities, promptly reporting defects, hazards or maintenance requirements.

- Assist with the preparation and operation of events and activities, including the safe assembly, movement and dismantling of equipment.
- Support the day-to-day operation of the facility, responding appropriately to operational requirements as they arise.

- Provide a professional and helpful service to customers, offering information, guidance and assistance where appropriate.

- Assist with Reception, Catering, Youth Service and other facility-based activities as required and appropriate to the post.

- Ensure cleaning materials, equipment and storage areas are maintained safely, securely and in an orderly condition.

- Use equipment and cleaning products safely and in accordance with manufacturers' instructions and COSHH requirements.

- Complete all required records and documentation accurately and in a timely manner.

- Record and report accidents, incidents, near misses, hazards and lost property in accordance with Council procedures.
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- Comply with all relevant Health & Safety, Manual Handling, COSHH, Risk Assessment and Safeguarding policies and procedures.
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- Participate in relevant training and development and assist with staff induction, shadowing and training where required.

- Contribute positively to continuous improvement and the effective delivery of the service.

- The duties listed above give an indication of the type of work to be undertaken, however these may change in line with the changing priorities and demands placed on the department and Council.

General:

To comply with all the Council's policies and procedures including the Employee Code of Conduct and the Employee and Councillor Working Relationship Protocol, and as Line Manager, ensure that all employees comply with same.

To promote the Council's equal opportunities policies and avoid all forms of discrimination as an employer and a service provider.

To implement all Financial and Procurement policies and procedures.

To comply with employee responsibility in relation to all records held, created or used as part of the Council's business. All records, paper or electronic, are public records and accessible by the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and the Data Protection Act 1998.

To undertake the duties of the post at all times in a manner that enhances and promotes the positive image of Fermanagh and Omagh District Council

The post holder will be expected to be flexible and adaptable to meet the changing needs and requirements of the organisation. The above list should not be seen as an exhaustive list of duties, and the post holder will be expected to undertake other relevant duties, as required.

Person Specification

Essential Criteria:	Method of Assessment:
A minimum of 6 months relevant cleaning experience in a public building	Application Form and Interview
Experience using various chemicals, and electrical cleaning equipment	Application Form and Interview
A working knowledge of health and safety requirements in carrying out cleaning duties	Interview
Ability to work as part of a team and ability to communicate with the public	Interview
The above criteria may be enhanced to facilitate shortlisting.	

Behavioural Competencies

The Council's Competency Framework sets out the behaviours that have been identified for effective performance in this role and these are correlated to the Council's Values framework. Competencies will be assessed and monitored throughout the selection process. A definition has been provided including examples of positive indicators and more information on the competency framework can be found at: https://lgsc.org.uk/assets/documents/Competency-Framework-for-Local-Government.pdf

Our Values

Good governance flows from shared values and culture. Our values underpin everything we do and describe how we will deliver this Corporate Plan. These values reflect the personal stake that all of us have in delivering our Council's priorities. At the core of what we do as a Council is a commitment to improve the lives and wellbeing of our community. The strategic priorities adopted are focused on achieving this for the people of Fermanagh and Omagh.



Behavioural Competencies	Level: Frontline
Integrity	
How We Manage Ourselves - Managing our Own Work Plans ahead of completing a task ensuring their work is organised Recognises the difference between urgent and important tasks and prioritises effectively	
Engagement & Involvement	
How We Work With Others - Meeting Customer Needs Places the customer's needs as the key focus in all activities	
Engagement & Involvement	

How we Manage Ourselves - Communicating with Impact

Presents a positive image by communicating effectively, being resilient and treating people fairly

Competencies will be assessed and monitored throughout the selection process

Employment of People with Convictions

The Councils policy on Employment of People with Convictions; and A Code of Practice is available to all applicants to download under "related documents". The level of check required for the post is a **basic disclosure.**

A criminal record will not necessarily be a bar to obtaining a position.

Fermanagh and Omagh District Council complies fully with AccessNI's Code of Practice regarding the correct handling, use, storage retention and disposal of Disclosure Applications and Disclosure information. We also comply fully with our obligations under the General Data Protection Regulation (GDPR) and other relevant legislation pertaining to the safe handling, storage, retention and disposal of Disclosure information. Access NI Code of Practice can be obtained from www.accessni.gov.uk. Once the retention period has elapsed, the HR service will ensure that any disclosure information is immediately destroyed by secure means. AccessNI have published a Privacy Notice on the Department of Justice website which can be found at https://www.justice-ni.gov.uk/publications/ani-privacy

General

A reserve list from this recruitment may be created and used to fill posts across Fermanagh and Omagh

The appointment will be subject to:

a) Satisfactory references from two referees (one of which should be from the present or previous employer).
b) A satisfactory standard of attendance, conduct and performance in carrying out the duties of the post.
c) The terms of the Northern Ireland Local Government Pension Scheme.
d) The satisfactory completion of a probationary period of 6 months with an interim period of three months.
e) A satisfactory receipt of a Basic AccessNI Disclosure Certificate, a criminal record will not necessarily be a bar to obtaining a position.
f) A medical report by the Council's Medical Examiner which confirms fitness for employment in the position.
g) A reserve list may be created from this recruitment exercise, from which future appointments may be made.

Disclosure Certificate

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Applying Online and Recruitment Correspondence

Fermanagh and Omagh Council encourages applicants to apply on–line via https://www.fermanaghomagh.com/careers. This is an online portal system and requires applicants to have access to an email account for correspondence in respect of the progress of the recruitment process i.e. Invite to Interview etc. Applicants who apply online are reminded to regularly check their email during the recruitment process including the 'junk' folder in case our correspondence is automatically re-directed there.

Applicants should be aware that we are unable to amend any arranged recruitment process in the event of correspondence being sent to 'junk' mailbox or unread emails.

If your personal details change during the recruitment process, please ensure you email the hr@fermanaghomagh.com of the amendment(s) as this could impact on your application should you be progressed to the later stages of the selection process.

Application forms must be completed not later than **12 noon, on Monday 30 November 2026.**