

Dear Principal

7 May 2019

Recruitment of Temporary Cleaning Staff

At times within our schools it is difficult to recruit temporary staff to cover long or short term absence and vacant posts. As a building cleaning team we have thought of ways to overcome this and build up a temporary cleaner's list and would appreciate your help in this matter.

An option would be to forward information to parents by individual school networks i.e.: Facebook, text messages.

If you could please put the following notice on your school network for parents.

Education Authority Building Cleaning are currently looking for temporary cleaners to cover short and long term absence and vacant cleaning posts. If you are interested please contact:

Lucinda McFarland, 028 25661473, lucinda.mcfarland@eani.org.uk

Aileen Duddy, 028 9448 2248, aileen.duddy@eani.org.uk

Full training will be given.

Another option is the employment of 6th Form Students, if the same notice could please be circulated to 6th Form Students.

Please see attached Risk Assessment for the employment of Young People.

In order for temporary staff to work within our schools they will be made aware that they would need to apply and pay for Enhanced Access NI through the Education Authority and full details and guidance will be given.

Temporary cleaners within our schools can start work with their Access NI pending with approval of school Principal, please see attached generic risk assessment which would need to be made site specific by building/cleaning supervisor.

"To inspire, support and challenge all our Children and Young People to be the best that they can be."

Education Authority

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