



Sacred Heart Primary School

Stichting Katholiek Onderwijs Saba (SKOSaba) Announces there is a:

VACANCY for: 2 Part Time Cleaners

(20 Hours per week, per person (4 Hours per day x 5 days per week))

Our organization and school

Stichting Katholiek Onderwijs Saba (SKOSaba) has been the only primary school education organization on the island of Saba offering inclusive education. It is the only Primary school for this small English-speaking island with a catholic background, but we are open to other denominations. We currently cater to 178 students. Our student population is very diverse in background (English, Saban English Lexifier, Creole, Dutch, Spanish and more.) and socio-economic status with a wide range of needs. A small rise in numbers is expected in the coming years.

The current organization consists of the SKOSaba Board, a Principal and the team. The team, with approximately 25- Mainly full-time teachers and aides, 1 Office Manager, 1 Care Coordinator and support staff, is very diverse in educational background and experience.

Job Description:

Activities:

The main tasks and responsibilities of the cleaner are multi-faceted:

- **Cleaning the school buildings**
 - Cleans the classrooms (Ensures minimal dust/dirt is present)
 - Including: Tables & Chairs, Windows, Play Areas, Vacuuming Rugs.
 - Cleans Offices, hallways, stairs, windows, common rooms/areas, sanitation
 - Cleans the toilets and wash rooms.
 - Sweeps & Mops Floors
 - Ensures the fencing around the school is clean.
 - Ensures that the walk ways, common pathways, stairs/Steps are free of dirt debris and animal feces.
- **Keeping track of stocks and notifying appropriate persons when to order.**
- **Creating an inventory of needed items and bringing it to the attention of the office manager.**
 - Checking the cleaning inventory orders on arrival.
 - Organizing and putting inventory away.

- **Cleaning up un-expected accidents/spills.**
- **Preparing spaces for Team/Staff/Board Meetings.**

We are looking for:

- Someone with previous experience in the cleaning field, but willing to train the right person(s).
- An independent, self-motivated and job orientated person.
- Practical knowledge to perform services.
- Insight into current procedures and the use of tools/devices associated with job description.
- Skilled In conducting routine monitoring activities.

Personality, Skills and Competencies

The situation at our school requires:

- A committed and flexible individual with a positive attitude.
- Trustworthy and Punctual.
- Must be organized and able to multi-task.
- English speaking (Other languages a +)
- The ability to work independently with little guidance and complete tasks on time.

We offer:

Salary Scale 2, In accordance with RCN/OCW (Staff Manual) Employment laws and depending on various factors.

APPLICATION MUST BE SUBMITTED NO LATER THAN:

MAY 24th, 2021

If you wish to apply, please send a cover letter and resume to:

sabashsboard@gmail.com

CC: sacredheartprimaryschool@yahoo.com

Questions regarding the job, can be directed to Willem-Jan van Hest, interim-principal.

Information can be viewed on our website.