



Cleaner

POSITION DESCRIPTION

WORK AREA:	Cleaning
CLASSIFICATION:	General Operational Staff
EMPLOYMENT TYPE:	Part-time (days/times to be negotiated)

OUR SCHOOL

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into Primary (K-6) and Secondary (7-12) with a current enrolment of 650 students.

Moama is a twin town with Echuca, situated on the Murray River North East of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

Our mission is to provide a safe and inspiring educational environment that provides students with the skills and confidence to help create their future.

Our values are Compassion, Respect and Integrity.

Key Responsibilities

General cleaners are responsible for maintaining the cleanliness of the school's buildings by performing various cleaning duties. Duties and hours vary depending upon the school's holidays schedule and number of other staff that may be working with.

A cleaner may be responsible for any or all of the following tasks. Tasks may also change throughout a cleaner's employment and will include; but not be limited to:

- Cleaning and maintenance of floors, including the sweeping, mopping and vacuuming vinyl and carpeted areas. Other floor work may be required such as waxing and polishing.
- Cleaning of staff and student amenities to include disinfecting toilets, sinks, countertops, mirrors, floors, outdoor tables and chairs and playground equipment and replenishing supplies as needed.
- Emptying wastebaskets and recyclables on a daily basis and disposing of rubbish in designated areas.
- Cleaning staff kitchen and lounge areas including disinfecting sinks, countertops, tables and chairs.

- Dusting all furniture, equipment, counter tops, fixtures as needed.
- Cleaning windows as required.
- Ensuring that all cleaning supplies are stored suitably in appropriate areas.
- Maintaining all equipment to include vacuum cleaners, mop buckets, and cleaning supplies. Replenishing cleaning supplies as necessary.
- Ensuring the security of buildings during and after completed jobs and reports any security violations to management.
- Reporting to management the need for any repairs, emergency maintenance problems and/or environmental hazards.
- Adhering to all company policies and procedures paying special attention to work health and safety procedures.
- Maintaining an environment that is comfortable, positive, and free of unlawful discrimination and sexual harassment.
- Reporting to work each day on time and undertaking work extra hours when required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and walk, climb, bend forward, kneel, crouch, crawl, reach and grasp, push and pull, wear a hip/backpack vacuum, lift and/or move up to 15kg. These actions are repetitive and frequent. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Key Selection Criteria

- Demonstrated skills the key areas of responsibility outlined above
- Demonstrated ability to work well with colleagues and as part of a team
- Experience in the cleaning industry would be an advantage
- Commitment to the School's values of Respect, Compassion and integrity including support of the School's Christian ethos

Child Protection issues

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child protection legislation.

- Applicants selected for interview are advised that any offer of employment will be subject to a NSW Working With Children Check.
- Before an applicant is offered a position the interviewer may make contact with the applicant's referees
- If the applicant's screening check is unsatisfactory the School will notify the applicant and the Child protection authority.

Supervisor

Cleaning staff report to the Cleaning Supervisor, who reports to the Business Manager

Hours of Work

This position is for approximately 12 hours per week on a roster for 1-2 shifts per day Monday to Friday. Hours of work for cleaners are generally 6:00 am to 9:00 am and/or 3:00 pm to 6:00 pm. This position involves work throughout the school term and some work during the school holidays and attracts a 4 weeks paid vacation each year to be taken during school holidays at a time or times mutually agreed between the Cleaning Supervisor and the Business Manager. Flexible arrangements are also available subject to agreement by both the employee and the School eg additional periods of unpaid leave during the school holidays.

Salary and Conditions

Pay and conditions would be based on the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 General Operational Staff - Level 1 or 2.

Application details

Your written application must include: a covering letter, details of current and previous experience, a section addressing the selection criteria, a copy of your academic transcript (if applicable) and the names of three professional referees.

Applications which do not address the selection criteria will not be considered. If selected for interview you will be required to bring the original documents along to the interview. Applications should be addressed as follows:

By email to:

HR Manager: recruitment@moamagrammar.nsw.edu.au

With the subject title: *Confidential to the Business Manager*

APPLICATIONS CLOSE AT 4:00 PM ON FRIDAY 11 SEPTEMBER 2020

September 2020