
DATE: April 2023

ROLE: Cleaner

RESPONSIBLE TO: School Principal

ACCOUNTABLE TO: School Principal

PURPOSE OF THE ROLE

The primary role of the school cleaner is to ensure that a high standard of hygiene and cleanliness of school buildings is maintained. The school cleaner is responsible for cleaning bathroom facilities, classrooms, hallways, administration areas, other high-traffic areas and internal areas of the school.

KEY AREAS OF ACCOUNTABILITY

The duties of the Teacher include:

- To be responsible for cleaning areas of the school site as allocated by the School Principal.
- To vacuum all carpeted areas in the school as required.
- Wash or mop the floors of the as required.
- Clean toilets for staff and students regularly. Floor mopped, toiletries replenished (soap and toilet paper), basins cleansed, clean marks from wall tiling and mirrors.
- To sweep all the uncarpeted floors through the school.
- To empty and clean bins and remove waste to designated areas.
- Cleaning of Air conditioner filters if required.
- To routinely clean and wipe window sills.

WHS

- As an employee you have legal obligations and responsibility whilst at work, these include:
 - taking reasonable care of your own health and safety
 - taking reasonable care to ensure that your conduct and action does not adversely affect others
 - Complying with instructions, so far as they are reasonably able
 - Report hazards in the workplace, assist with assessments and safety control implementation
 - Following all safety policies, procedures and site rules

Other

- Undertake other duties as reasonably and lawfully directed

DATE: April 2023

ROLE: Finance and Clerical Assistant

RESPONSIBLE TO: School Principal

ACCOUNTABLE TO: School Principal

PURPOSE OF THE ROLE

The Clerical/Administration Officer is employed to perform a wide range of duties that assist with the overall smooth administration of the school and is directly responsible to the Principal. The applicant should demonstrate a commitment to the mission of the Catholic School and be willing to be involved in the school's spiritual life.

The role of Office Administrator requires confidentiality and for the Principal to be kept informed of all matters brought to the attention of the Clerical/Administration Officer concerning the school's operation. Administration staff are required to collaborate and communicate with other administration team to ensure a high level of efficiency is maintained.

KEY AREAS OF ACCOUNTABILITY

The duties of the Office Administrator include:

- **Financial Duties**
 - Maintenance of school accounts - monthly payment of accounts and reconciliation
 - Collecting monies and issuing receipts
 - Record payments (band, sport, hall hire etc)
 - Monthly GST return to Catholic Education office
 - Liaise with auditor
 - Administer and monitor school fees payment - invoicing families, receipting payments
 - and keeping principal informed.
 - P and F - manage finance
- **Payments**
 - Verify invoices prior to payment
 - Verify/allocate purchase orders
 - Grants
- **Reports and Returns**
 - Generate financial reports from TECH1/COMPASS
 - Prepare monthly financial reports for Principal
 - End of year rollover on COMPASS

- Assist with the preparation of statistical returns where required
- Reports for Principal regarding overdue debtors
- Process and record information regarding concessions and overdue debts
- Prepare BAS for CEDB
- Grants payment / reconciliation
- Maintenance of TECH1 - computerised family, student
- **Filing**
 - All management reports from TECH1 AND COMPASS
 - Other necessary reports / lists
 - All correspondence
 - Attendance - student
 - Invoices / payments
 - Maintain Student files, general filing and medical register
- **Correspondence/Communication**
 - Manage student absences, oversee daily roll and email parents (automated email) re. non-attendance, complete class absences when regular casual teacher unavailable.
 - Liaise with principal
 - Prepare letters for new enrolments
 - Maintain and update school calendar
 - Maintain and update school website
 - Send out messages on Compass
 - Manage communications to parents re. school fees
 - Answering the phone and welcoming people to the school and counter enquiries
- **General Duties**
 - Compiling and distribution of school newsletter
 - Enquiries (face to face and telephone)
 - Monitor incoming emails daily
 - Check and distribute mail
 - Key register
 - Asset register (to be reviewed - managed by CEDB)
 - Attend to school bus procedures, booking of buses, student passes and excursions.
 - Administer basic first aid, issue medications and advise parents/guardians
 - Assist with photocopying if needed
 - Secure the Front office at the end of the day
 - Update student files/passwords/chromebook/premier's reading password/scholastic rollover
 - Locking cash in safe at all times
- **WHS**

As an employee you have legal obligations and responsibility whilst at work, these include:

 - taking reasonable care of your own health and safety
 - taking reasonable care to ensure that your conduct and action does not adversely affect others

- Complying with instructions, so far as they are reasonably able
 - Report hazards in the workplace, assist with assessments and safety control implementation
 - Following all safety policies, procedures and site rules
- **Other**
 - Support Principal in maintaining budgets
 - Other duties as directed by the Principal
 - Undertake other duties as reasonably and lawfully directed

DATE: April 2023

ROLE: Grounds and Maintenance Officer

RESPONSIBLE TO: School Principal

ACCOUNTABLE TO: School Principal

PURPOSE OF THE ROLE

The role of the School Grounds and Maintenance Officer is to support the operational requirements of the school by being responsible for all aspects of the development, maintenance and presentation of grounds, sporting fields, sporting amenities, gardens and buildings, for use by the school community, including visitors, parents, students and staff, and to actively promote a good first impression of the school to the general public.

KEY AREAS OF ACCOUNTABILITY

The duties of the Teacher include:

- Grounds
 - Maintenance and care of lawns, sporting ovals and gardens
 - Preparation of ovals for sporting events and carnivals as required
 - Management and safe distribution of organic and chemical pesticide sprays and fertilisers
 - Development of projects necessary to fulfil the requirements of the position.
 - Safely operate and maintain machinery as required.
 - Liaise with, and monitor, external contractors to ensure contractual expectations are delivered to a satisfactory standard if required
- Maintenance
 - Assist with maintenance tasks as directed by the School Principal
 - Assist with the care and maintenance of buildings, furniture and equipment
 - Contribute to the cleanliness and good order of the grounds and maintenance storage and work areas
 - Assist with the preparation of classrooms, furniture, equipment and fittings in preparation for the beginning of each school term and as required
 - Attend to specific maintenance requests as directed
 - Undertake the periodic cleaning and maintenance of all roof gutters, drains and sumps
 - Maintain the cleanliness and appearances of the externals of buildings and structures as required

WHS

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- Complying with instructions, so far as they are reasonably able
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- Following all safety policies, procedures and site rules

Other

- Undertake other duties as reasonably and lawfully directed

DATE: April 2023

ROLE: Canteen

RESPONSIBLE TO: School Principal

ACCOUNTABLE TO: School Principal

PURPOSE OF THE ROLE

The Canteen School Assistant is a member of the School Support team. The role provides support and assistance in the Canteen and is responsible to the Office Manager and Principal.

This role is self-directed and uses discretion and judgement to plan and organise their work. They will apply their technical training and experience to solve problems and make decisions. They may have overall responsibility for managing and coordinating a school operational function. Other duties that align with indicative duties may also be required from time to time.

KEY AREAS OF ACCOUNTABILITY

The duties of the Teacher include:

- Follow hygiene procedures- including, but not limited to- regular hand washing, wearing gloves and cleaning processes
- Food preparation for service including lunch orders
- Food preparation for catering events within the community
- Washing, cleaning and preparing surfaces and resources to safely handle food and food preparation items
- Customer service and money handling including EFT
- Refill and restock supplies for sale, as well as, cleaning products and service materials
- Adhering to a regular cleaning and maintenance schedule for the canteen area, including but not limited to- fridges, ovens, benches, all food preparation surfaces, freezers and coolroom
- Empty bins and rubbish stations as required
- Receiving of stock, checking products regularly for use by and engaging in regular stocktakes

WHS

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 - Complying with instructions, so far as they are reasonably able
 - Report hazards in the workplace, assist with assessments and safety control implementation
 - Following all safety policies, procedures and site rules

Other

- Undertake other duties as reasonably and lawfully directed