

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



Cleaner

Position Level	School Operational Unaveraged – Level 1.2
Salary Range (Paid pro-rata for part-time positions)	UnAveraged - \$ 52,554 + Superannuation
Reports To	Principal
Location	St Mary’s Primary, West Wyalong – NSW
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	19 April to 17 December 2021
Hours Per Fortnight	37

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	Cleaning staff ensure that the learning and working environment for students and staff is maintained to an acceptable standard in the day-to-day running of the school.
Position Duties	<p>MONDAY: 3pm to 6.00pm</p> <ul style="list-style-type: none"> • Vacuum front foyer area and teacher’s lunch room plus empty staff bin. Dust these areas. • Clean all the student and staff toilet areas, including sweeping and washing these floors, clean basin areas, windowsills, skirting boards, remove cobwebs, clean soap dishes and replace toilet paper, hand towels and soap. • Vacuum Year 2 and Year 6 rooms, sweep and mop vinyl (if necessary) dust and/or wipe windowsills, tops of cupboards, whiteboard ledge, around computers and skirting boards and remove cobwebs. • Clean back stairs and outside areas and lock toilets and external doors.

**TUESDAY:
3pm to 6.30pm**

- Vacuum front foyer area and teacher's lunch room plus empty staff bin. Dust these areas.
- Clean all the student and staff toilet areas, including sweeping and washing these floors, clean basin areas, windowsills, skirting boards, remove cobwebs, clean soap dishes and replace toilet paper, hand towels and soap.
- Vacuum Year 4, Year 3, Year 5 rooms and rotate each week the computer room and art room, dust and/or wipe windowsills, tops of cupboards, whiteboard ledge, around computers, skirting boards and remove cobwebs. Dust and/or wipe over bag cupboards. Vacuum carpet stairs and dust landing window sill and statue.
- Clean back stairs and outside areas and lock toilets and external doors.

**WEDNESDAY:
3.00pm to 5.30pm**

- Vacuum front foyer area and teacher's lunch room plus empty staff bin. Dust these areas.
- Clean all the student and staff toilet areas, including sweeping and washing these floors, clean basin areas, windowsills, skirting boards, remove cobwebs, clean soap dishes and replace toilet paper, hand towels and soap.
- Clean Hall: Floor of main area and stage; dust skirting boards; clean toilets and other wet areas
- Clean back stairs and outside areas and lock toilets and external doors.

**THURSDAY:
3.00pm to 6.30pm**

- Vacuum Library, front foyer area, all ground floor offices and staff areas. Empty bins. Dust these areas. Clean skirting boards. Sweep and mop the front and back entrance tiles, and sweep and mop back entrance vinyl. Remove cobwebs. Dust chairs. Vacuum all offices and staff areas, dust and/or wipe windowsills, benches, around computers, skirting boards and remove cobwebs.

- Clean all the student and staff toilet areas, including sweeping and washing these floors, clean basin areas, windowsills, skirting boards, remove cobwebs, clean soap dishes and replace toilet paper, hand towels and soap

- Clean back stairs and outside areas and lock toilets and external doors.

FRIDAY:

3.00pm to 7.00pm

- Vacuum front foyer area and teacher's lunch room plus empty staff bin. Dust these areas.
- Clean all the student and staff toilet areas, including sweeping and washing these floors, clean basin areas, windowsills, skirting boards, remove cobwebs, clean soap dishes and replace toilet paper, hand towels and soap.
- Vacuum Kinder and Year 1 rooms, sweep and mop vinyl (if necessary) dust and/or wipe windowsills, tops of cupboards, whiteboard ledge, around computers and skirting boards and remove cobwebs.
- Clean back stairs and outside areas and lock toilets and external doors.

Holidays:

Week 1: areas as normal

Week 2:

- Pressure wash out all outside and inside garbage bins.
- Clean canteen windows.
- Clean other windows.
- Polish vinyl floors.
- Defrost classroom fridges and clean out.

NOTE – Teachers and students are responsible for:

- Emptying of class bins.
- Putting students chairs up and down on cleaning day.
- Cleaning student and teacher tables/desks.
- Closing classroom windows.
- Turning off air con and heaters.
- Keeping all areas tidy.
- Keep fridges clean and cleaned out.

<p>Skills, Attributes and Experience</p>	<p>Successful applicants for the position will have:</p> <ul style="list-style-type: none"> • A commitment to the goals of Catholic education and a readiness to foster the aims and vision of the College in the wider community. • Applies knowledge and skills to a range of tasks and roles. • Ability to work within routines, methods and procedures, and use discretion in selection of equipment, work organisation, services and actions. • Open to routine supervision of straightforward tasks, moving to general direction. • Previous cleaning experience to perform the position. • Ability to work outside of School hours. • Cheerful persona and flexible attitude.
<p>Qualifications</p>	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration. • Skill level which assumes and requires knowledge, training or experience relevant to the duties performed would be beneficial.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au