

POSITION TITLE: Cleaner

SECTION: Holy Spirit College

REPORTS TO: Head of Campus

CLASSIFICATION: As per Catholic Employing Authorities Single Enterprise Collective Agreement - Diocesan Schools of Queensland Services Level 1

AUTHORISATION: Executive Director



CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to *offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.



HOLY SPIRIT COLLEGE

The College is an initiative of the Diocese of Cairns and Catholic Education Services and offers individualised and adaptable multiyear secondary education programs for young people disengaged from mainstream schooling. The College is a registered Special Assistance School that is co-educational and currently has an enrolment capacity of 40 young people in Cooktown, 60 in Manoora and 90 in Edmonton. The Cooktown campus is the main college campus with associate campuses situated in Cairns suburbs. The Cooktown campus includes 2 sixteen bed residential units while the Cairns campuses are both day-only facilities.

The college provides a variety of innovative teaching and learning practices that acknowledges young people's complex education and social needs and empowers them to identify and pursue individual transition to adulthood, further education, employment and importantly a connection to the community. Staff at Holy Spirit College are multi-disciplinary in response to the diverse needs of young people and their families.

Young people who attend include Indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons and include those:

- with a history of complex trauma;
- who are highly transient;
- with a history of extended periods of unexplained absences;
- in the care of the Office of Children and Families;
- who have had contact with the juvenile justice system;
- with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- who have been excluded or repeatedly suspended from school;
- who are homeless;
- who are young parents;
- with a generational history of early school leaving;
- with a generational history of unemployment.

At present the enrolment of young people in the Cooktown boarding residences includes one hundred percent Aboriginal and Torres Strait Islander young women and men in age from 12 to 17 years.

Underpinning all the work of the College are three operating principles of right Relationships, Respect and Responsibility.

PURPOSE OF THE ROLE

The employee appointed to this position will have competency at this level involving the application of knowledge and skills to a limited range of tasks and roles. There is a specific range of contexts where the choice of actions required is clear. Competencies are normally used within established routines, methods and procedures that are predictable and judgment against established criteria is also involved.

This position works under direct and/or routine supervision, work is intermittently checked, and may be reviewed on completion. The position may take the form of general guidance where working in teams is involved and may involve detailed instructions in some situations.

An employee in this position will have no supervisory responsibilities however an experienced employee may assist others by providing peer support in the completion of routine tasks.



ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

A person employed for the greater part of their working time in cleaning work of any description on any Premises or in bringing into or maintaining Premises in a clean condition, whatever may be the nature of their other duties.

- Operating and maintaining cleaning equipment including vacuum cleaners, polishers and blowers
- Sweeping, mopping and buffing vinyl and polished cement floors
- Vacuuming carpets and mats
- Dusting desks, tables, shelves and ledges
- Picking up litter
- Emptying and washing rubbish bins
- Removing graffiti from desks, chairs and walls
- Cleaning windows, fans, fridges and stoves
- Removing cobwebs
- Cleaning toilets, sinks and basins
- Sweeping, blowing and hosing paved areas
- Locking up rooms

Cleaner using specialised equipment

An employee performing the duties of a cleaner, who in addition is engaged for the greater part of the day or shift on any of following tasks, or a combination of those tasks:

- Ordering supplies and receiving deliveries and/or being given the responsibility for the distribution and maintenance of toilet and other requisites and cleaning materials in buildings or establishments and/or an employee performing customer or public relations or other duties as required.
- Carpet cleaning - operating equipment used in any or all of the following methods - powder systems or liquid shampoo systems or hot water injection and extraction systems (commonly called "steam cleaning").
- Cleaning windows on the exterior of multi-storied buildings from swinging scaffolds, bosun's chairs, hydraulic bucket trucks or similar devices.
- Operating steam cleaning equipment
- Operating and pressure washing equipment on the exterior of buildings.

GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Facilitate the prevention of child harm by recognising and responding appropriately



- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Work is normally performed in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the office/school environment appropriate to the position
- Frequent driving of a motor vehicle
- Frequent use of telecommunication and electronic equipment

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Promote child safety at all times
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Junior Certificate or equivalent is the minimum formal qualification
- Have the ability to comply with the Chief Health Officer's COVID 19 vaccination directive

ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns and Holy Spirit College
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issue
- Confirmation of employment is conditional upon the preferred applicant being issued with a suitability card from the Commission for Children and Young People
- A non-smoking Policy is effective in Catholic Education Services buildings, offices, and motor vehicles in line with Government legislation.
- Ability and willingness to develop and maintain positive relationships with members of the College community based on Relationships, Respect and Responsibility

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____