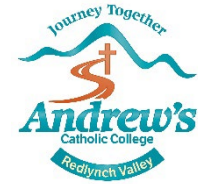


POSITION DESCRIPTION



POSITION TITLE:	Cleaner
SECTION:	St Andrew's Catholic College, Redlynch
REPORTS TO:	Operations Manager / Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> Service Staff 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.

Purpose of the Role

The Cleaning team work under the direction of the College Operations Manager. Working within the team, they are to provide operational support in the cleaning of the College buildings and surrounds.

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:

- Carry out cleaning tasks as directed by the Operations Manager
- Undertake cleaning activities in all areas of the College independently or as a member of a larger cleaning team
- Manage work time effectively and work with limited supervision to undertake cleaning activities in all areas of the College
- Work safely, adhering to Work Health and Safety standard codes of practice
- Read and understand the Safety Data Sheets (SDS) associated with cleaning chemicals being used
- Wear appropriate Personal Protective Equipment (PPE) as required based on SDS guidance
- Operating and maintaining cleaning equipment including vacuum cleaners, polishers, blowers and water hoses
- Sanitising high exposure areas/touchpoints such as door handles, benchtops, refrigerator doors, taps, phones, keyboards and railings
- Sweeping, mopping and buffing floors
- Vacuuming carpets and mats
- Dusting desks, tables, shelves and all other horizontal surfaces
- Removing litter, rubbish and food waste
- Emptying and cleaning rubbish bins
- Cleaning windows, fans, common areas and kitchenettes
- Operating steam cleaning and pressure washing equipment on the exterior of buildings
- Removing cobwebs as required
- Cleaning sinks, basins, toilets and sanitary spaces
- Monitor and replenish toilet paper, hand towel and soap dispensers as required

- Locking and alarming rooms and buildings
- Reporting defects to the Operations Manager or Maintenance for repairs
- Assist the Operations Manager with ordering supplies and stocktake of cleaning products as required
- Keep all cleaning store/rooms/trolleys and equipment tidy and clean
- Maintain appropriate behaviours when engaging with children

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role. You may at times be required to work at other tasks as directed and discussed with the Operations Manager.

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
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks
- Facilitate the prevention of child harm by recognising and responding appropriately

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Work is occasionally 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 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
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- Certificate III in Education Support or qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- Promote child safety at all times

Related Documents

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland



Additional Information

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues

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:

