



## Role Description

<b>Title:</b>	<b>Cleaner</b>	<b>Location:</b>	Cunnamulla
<b>Reports to:</b>	Principal	<b>Classification:</b>	Services Staff Level 1
<b>School:</b>	Sacred Heart Primary School	<b>Tenure:</b>	Term time, Fixed term

### 1.0 Purpose

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 the cleaning of bathroom facilities, classrooms, hallways, administration areas, other high traffic areas and internal areas of the school.

The support provided by the role holder will be guided by:

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles, and values
- relevant legislation, government requirements, and best practice
- the TCS Strategic Plan, mission, vision, policies, frameworks, procedures, and guidelines and the school's strategic plan.

### 2.0 Experience and qualifications

#### Essential

- junior certificate or equivalent
- knowledge and awareness of work health and safety standards
- ability to relate well to children and adults
- reliable and flexible work ethic
- ability to work in a team environment, using initiative and with minimal supervision
- effective relationship building, interpersonal and communication skills
- a current blue card for working with children issued by Blue Card Services, or a willingness and ability to obtain one
- empathy with the values and ethos of the Catholic faith

#### Desirable

- experience in a similar role

### 3.0 Key result areas

3.1 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

3.2 ensure that a high standard of hygiene and cleanliness of school buildings is maintained

- 3.3 perform duties in a safe and responsible manner in accordance with school health and safety policies and safe work processes
- 3.4 collaborate and communicate with other members of the school and members of directorates within TCS to ensure that high professional standards are met
- 3.5 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

## 4.0 Statement of responsibility

- 4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.
- 4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.
- 4.3 A probation period will apply for the first six months of employment. During this time the incumbent's progress and performance in the position will be assessed.
- 4.4 The role holder will engage in performance reviews in accordance with TCS policy and procedure.
- 4.5 While at work the role holder must
  - take reasonable care for his or her own health and safety
  - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
  - comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
  - cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## 5.0 Authority limits

Full authority is delegated from the Principal to produce the desired outcomes. Authority to commit funds is restricted to approved budget items and can only be authorised by the Principal.

## 6.0 Reporting and other relationships

The Cleaner reports directly to the Principal. Other significant relationships exist with members of the Toowoomba Catholic Schools Office, the Executive Director and the members of the Executive Leadership Team (ELT).



## **Duties statement**

### **Cleaner**

**Please note:** this statement links to 3.0 Key result areas in the role description

#### **3.1 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**

- 3.1.1 contribute as a member of the school to achieve the strategies set out in the TCS Strategic Plan
- 3.1.2 attend professional development as appropriate
- 3.1.3 document and report on the progress of initiatives in the TCS strategic plan as required

#### **3.2 ensure a high standard of hygiene and cleanliness of school buildings is maintained**

- 3.2.1 vacuum all classrooms, staff rooms, and administration areas
- 3.2.2 mop floors in classrooms, staffrooms and administration areas
- 3.2.3 dust and wipe window sills, benches, surfaces and desks
- 3.2.4 dust all classrooms, staff rooms, and administration areas
- 3.2.5 clean windows, mirrors and glass doors
- 3.2.6 hose out and sweep toilet blocks, clean and disinfect urinals, toilets, and hand basins
- 3.2.7 replenish toilet paper, soap dispensers and paper towels
- 3.2.8 remove cobwebs
- 3.2.9 hose, sweep or gurney undercover and outdoor areas, steps and verandas
- 3.2.10 clean drink troughs
- 3.2.11 empty classroom, office and toilet bins into wheelie bins or commercial bins
- 3.2.12 assist school staff when cleaning is requested
- 3.2.13 regularly check high traffic areas and clean as needed
- 3.2.14 collect and place discarded needles, syringes or sharp objects in the container provided in the cleaner's storeroom
- 3.2.15 turn off all lights, taps, heaters, and fans in classrooms, staffrooms and administration areas

#### **3.3 perform duties in a safe and responsible manner in accordance with school health and safety policies and safe work processes**

- 3.3.1 wear supplied personal protective equipment (PPE)
- 3.3.2 be familiar with the Safety Data Sheet (SDS) for any chemicals used
- 3.3.3 seek approval from the principal prior to purchasing chemicals/equipment
- 3.3.4 check the work area for hazards, identify and report all hazards or unsafe conditions to the principal, and minimise the risk of injury to yourself, other people and property
- 3.3.5 participate in the annual school work health and safety (WHS) auditing process
- 3.3.6 attend WHS education and training opportunities as requested, and apply the learning

**3.4 collaborate and communicate with other members of the school and members of directorates within TCS to ensure that high professional standards are met**

- 3.4.1 maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- 3.4.2 understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- 3.4.3 work collaboratively and communicate effectively with stakeholders

**3.5 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- 3.5.1 duties may include other work as a result of operational and strategic reviews associated with the TCS strategic plan