**POSITION TITLE:** School Cleaner

**REPORTING TO:** Principal

**TENURE:** The appointment is ongoing. The position is part-time (0.27 FTE) 2 hours a day, Monday to Friday, 3:00pm to 5:00pm (negotiable with the successful applicant).

**LEVEL:** Education Support Employee Category B Level 1

The school cleaner will work as part of a team to perform a variety of regular and one-off cleaning tasks and duties as directed by the Principal. St Joseph’s Primary school is a very successful well-presented, well maintained Primary School.

**SALARY AND BENEFITS:**

* The salary and conditions are in accordance with the *Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022* as varied or replaced from time to time. The position is classified as Education Support Employee Category B Level 1.
* Employment is ongoing
* Employment is for gazetted school term dates. School holidays are provided.
* Salary packaging arrangements are available to staff of St Joseph’s Primary School, Orbost.

**COMMENCEMENT DATE:** 15th April 2024

**KEY SELECTION CRITERIA:**

* Excellent interpersonal and communication skills.
* Strong organisational skills and ability to manage time effectively.
* Friendly and approachable manner.

**CONDITIONS OF EMPLOYMENT:**

* The appointment will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.
* Employment is conditional upon compliance with St Joseph’s Primary School Child Protection and Safety Policy and Child Safety Code of Conduct, and any other policies or procedures relating to child safety.

**QUALIFICATIONS AND EXPERIENCE:**

No formal qualifications or previous experience is required. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period and further training provided thereafter, as required.

**Main responsibilities and duties include:**

1. To carry out cleaning tasks set out in the school's cleaning schedule

2. To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.

3. To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the principal (or other nominated supervisor).

4. To observe health and safety and security requirements.

5. To complete any appropriate records or documentation required by the principal

6. To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school.

7. To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

8. Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.

**DUTIES:**

**Contract Cleaner- Duties to be undertaken**

**Reviewed March 2024**

**Hours: 3:00pm – 5:00pm**

**Contract Cleaner – Duties to be undertaken**

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| **Room/Location** | **Tasks** | **Frequency** |
| *Main Building* | | |
| Toilets - all | Cleaning of floors; troughs/handbasins/taps; cleaned and flushed. | Daily |
| Hallway & Foyer | Vacuum floors | Daily |
| Staffroom | Floors – vacuumed and wet areas | Weekly |
| Classrooms | Vacuum floors  Mop wet areas  Wipe table tops | Daily  Weekly  Daily |
| Offices/Admin area | Vacuum floors | Weekly |
| Art Room | Cleaning of floors | Once a Week |
| *Library* | | |
| Floors | Vacuum floors  Wet areas to be washed | Once a Week |
| *School Hall* | | |
| Floors | Vacuum floors  Wet areas to be washed | Once a Week |
| Toilet | Toilet, hand basin and taps all to be cleaned | Once a Week \* |

*1. Other cleaning tasks to be undertaken as advised/discussed with Principal upon need.*

*2. \*School Hall may need extra cleaning depending upon external usage – to be advised by Principal upon need.*