

POSITION DESCRIPTION

CLEANER

Scots All Saints College is an independent, multi-campus Preparatory-12 co-educational day and boarding school located in Bathurst, Central West NSW. Current enrolments sit at approximately 800 students who are provided with a nurturing and supportive environment while being educated by highly skilled academic, support and operational staff.

The College is a school of the Presbyterian Church of Australia and provides unparalleled space and learning opportunities in an environment where students can develop academically, culturally, socially and spiritually.

POSITION PURPOSE

The Cleaner works as a member of the Scots All Saints College Property Team, which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the Team is to deliver a broad range of services to support the College's educational mission. Within that context, this role will ensure the classrooms, boarding houses, offices, bathrooms and windows are cleaned to a high standard at all times.

RELATIONSHIPS

The Cleaner is directly responsible to the Facilities Manager and is a member of the Operations Team. As with all College employees, the Cleaner is ultimately responsible to the Head of College. The Cleaner is expected to work enthusiastically, as an integral part of the wider Operations Team.

RESPONSIBILITIES

- To provide general cleaning services to all parts of the College facilities, such as, but not limited to boarding houses, classrooms, offices, bathrooms, staff rooms, libraries and windows.
- Work as part of a team and ensure that all tasks are completed satisfactorily.
- Use initiative and problem solving skills to adapt to various situations quickly and responsibly.
- Maintain confidentiality when cleaning sensitive areas, like offices where privileged information is kept.
- Report all problems or WHS matters to the property manager immediately.
- To comply with all WHS regulations specific to the task and within the management systems that have been adopted by the College.
- Document completed work on cleaning schedules and monitor stock and equipment levels.
- Provide feedback to the Property Manager on processes, efficiency and products.
- Be an enthusiastic part of a team environment promoting team harmony on all levels and ensure if any problems arise, to see the Property Manager in the first instance.
- To foster a culture of continuous learning, improvement and accountability.
- Maintain a friendly manner to all staff, students and visitors.

SKILLS AND ABILITIES

- School cleaning experience.

- Excellent attention to detail.
- Consistent, punctual, reliable and honest.
- Good work ethic.
- Ability to work easily and effectively with a wide range of people and as a team player.
- Ability to work in a very busy, ever-changing environment, prioritise and management multiple projects and responsibilities.
- Ability to be flexible and exercise sound judgement.
- Able to work overtime when necessary.

WORK HEALTH & SAFETY

The Cleaner will actively support and contribute to the maintenance and development of a safe working environment by:

- Reporting incidents or accidents to the appropriate staff as soon as possible.
- Reporting any near miss incidents to appropriate staff as soon as possible.
- Working within the WHS management systems that have been adopted by the College.

APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the Cleaner will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

TERMS OF EMPLOYMENT AND REMUNERATION

Cleaners are employed in a casual, part-time and full-time capacity. Specific details are referred to in the employment contract. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the Independent Schools NSW (Support and Operations Staff) Multi Enterprise Agreement 2017. Superannuation Guarantee at the correct legislative rate will be paid by the College in addition to salary.

Please note: All staff are required to provide the College with a current Working with Children Check number in accordance with Child Protection Legislation