

## Position Description

Position:	<b>Cleaner</b>
Work area:	<b>Cleaning</b>
Classification:	<b>General Operational Staff</b>
Employment type:	<b>Part-time 9 – 15 hours per week</b>
Commencement date:	<b>As soon as possible</b>
Applications Close:	<b>Applications will be assessed as they are received</b>

### OUR SCHOOL

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into Primary (K-6) and Secondary (7-12) with a current enrolment of 690 students.

Moama Anglican grammar has a permanent staff of around 100 and engages casual staff in a variety of contexts.

Moama is a twin town with Echuca, situated on the Murray River North East of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

Our mission is to provide a safe and inspiring educational environment that provides students with the skills and confidence to help create their future

Our values are Compassion, Respect and Integrity.

### Key Responsibilities

General cleaners are responsible for maintaining the cleanliness of the school's buildings by performing various cleaning duties. Duties vary depending upon the school's holidays schedule and number of other staff that may be working with.

A cleaner may be responsible for any or all of the following tasks. Tasks may also change throughout a cleaner's employment and will include; but not be limited to:

- Cleaning and maintenance of floors, including the sweeping, mopping and vacuuming vinyl and carpeted areas. Other floor work may be required such as waxing and polishing.
- Cleaning of staff and student amenities to include disinfecting toilets, sinks, countertops, mirrors, floors, outdoor tables and chairs and playground equipment and replenishing supplies as needed.
- Emptying wastebaskets and recyclables on a daily basis and disposing of rubbish in designated areas.
- Cleaning staff kitchen and lounge areas including disinfecting sinks, countertops, tables and chairs.
- Dusting all furniture, equipment, counter tops, fixtures as needed.
- Cleaning windows (internal and external) as required.
- Ensuring that all cleaning supplies are stored suitably in appropriate areas.
- Maintaining all equipment to include vacuum cleaners, mop buckets, and cleaning supplies. Replenishing cleaning supplies as necessary.
- Laundering of cleaning cloths
- Ensuring the security of buildings during and after completed jobs and reports any security violations to management.

- Reporting to management the need for any repairs, emergency maintenance problems and/or environmental hazards.
- Adhering to all company policies and procedures paying special attention to work health and safety procedures.
- Maintaining an environment that is comfortable, positive, and free of bullying, unlawful discrimination and sexual harassment.
- Reporting to work each day on time and undertaking work extra hours when required.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and walk, climb, bend forward, kneel, crouch, crawl, reach and grasp, push and pull, wear a hip/backpack vacuum, lift and/or move up to 15kg. These actions are repetitive and frequent. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Key Selection Criteria**

- Demonstrated skills the key areas of responsibility outlined above
- Demonstrated ability to work well with colleagues and as part of a team
- Experience in the cleaning industry would be an advantage
- Commitment to the School's values and support of the School's Christian ethos

### **Risk Management, Health & Safety**

- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and procedures
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others;
- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour; and
- Other duties as negotiated by the Business Manager or Principal.

### **Child Protection Issues**

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

- Applicants selected for interview are advised that any offer of employment will be subject to obtaining a NSW Working With Children Check
- Before an applicant is offered a position the interviewer makes contact with the applicant's referees
- Following a satisfactory referee check the applicant is offered the position subject to:
  - a) Completing and returning the working with children check
  - b) A satisfactory outcome being obtained by the School
- If the applicant's screening check is unsatisfactory the School will notify the applicant and the Child protection authority.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child protection legislation.

### **Reports to:**

Cleaning staff report to the Cleaning Supervisor, who reports to the Business Manager.

### **Hours of Work**

Hours of work for cleaners are generally 6:00 am to 9:00 am and/or 3:00 pm to 6:00 pm, Monday to Friday.

Hours and days of work for this role part-time role are:

Monday, Tuesday & Friday: 6am – 9am and Friday 3pm – 6pm (some negotiation of days may be possible).

The position involves work throughout the school term and some work during the school holidays. Flexible arrangements are also available subject to agreement by both the employee and the School eg additional periods of unpaid leave during the school holidays.

**Salary and Conditions**

Pay and conditions would be based on the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 General Operational Staff - Level 1 or 2.

Suzanna Barry  
**Business Manager**

February 2024