



POSITION DESCRIPTION

Position Title	Cleaner
Tenure	Permanent Full Time, based on 38 hours per week
Department	Administration
Reports To	Cleaner in Charge
EBA	Anglican Schools Commission Support Staff Enterprise Agreement 2015
Date Last Reviewed	5 February 2025

POSITION PURPOSE

Reporting to the Cleaner in Charge, the Cleaner will be responsible for the presentation of the buildings and security of Georgiana Molloy Anglican School (GMAS). The Cleaner will be an enthusiastic, practical and well organised individual who assists in ensuring the buildings and grounds are presented to a level placing GMAS at the fore front of educational practice.

The Cleaner will add value to GMAS by the provision of efficient, timely and cost effective services in presenting the school site to a level that brings credit to the school and complements the school's position as a quality educational provider.

KEY ACCOUNTABILITIES

Cleaner

Under the general supervision of the Cleaner in Charge:

- Carries out internal cleaning duties, including the maintenance of carpets and hard floor surfaces, toilet cleaning, furniture and fittings, window cleaning, dusting, rubbish removal, and other items of general cleaning.
- Performs external cleaning duties, including the cleaning of verandahs and covered areas, rubbish removal, cleaning of drinking troughs, window cleaning, removal of cobwebs, and other general cleaning.
- Completes vacation cleaning duties, including window cleaning, shampooing of carpets, and other such duties as required.
- Assist with the morning preparation of school grounds before students arrive on a daily basis, which may include opening lockers, raking sandpits, etc.
- Reports all faults, maintenance (including graffiti), incidents and issues to the Cleaner in Charge.
- Ensure security of premises.
- Detailed cleaning of facilities during term breaks will be required.
- Other duties as directed by the Business Manager or Principal.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

CORE EXPECTATIONS

- Maintain strict confidentiality with respect to the School's business
- Display a strong dedication to customer service.
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information
- Demonstrate overt support for the School values
- Develop and maintain positive working relationships with stakeholders
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school

POSITION DIMENSIONS

People Management

Nil

Budget / Expenditure:

As advised by Principal and Business Manager annually

Significant Work Relationships

Internal

- Principal
- Executive staff
- Administrative staff
- Teaching staff
- Casual staff

Work Pattern

- Permanent full time position, based on 38 hours per week:

Term time

Monday to Thursday 11:30am to 1:30pm then 3:00pm to 8:30pm

Friday 11:30am to 1:30pm then 2:30pm to 8:30pm

School holidays

Monday to Thursday 7.5 hours per day between the hours of 6:00am to 6:00pm

Friday 8 hours between the hours of 6:00am and 6:00pm

SELECTION CRITERIA

Selection Criteria

Essential

- Demonstrated ability to read and apply Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.
- Demonstrated knowledge of, and ability to use, cleaning equipment including polishers and vacuum cleaners.
- Demonstrated ability to communicate effectively, follow instructions and work as a member of a team.

Desirable

- Prior experience in a school environment

Personal Qualities

Essential

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion
- Ability to work both independently and collaboratively as part of a team

- Ability to work under pressure in a calm and methodical manner
- Well-developed communication and interpersonal skills
- Ability to use initiative
- Good sense of humour with a positive outlook

ELIGIBILITY AND TRAINING REQUIREMENTS

1. Provide a Nationally Coordinated Criminal History Check issued no longer than 6 months prior to commencing duties.
2. Obtain or hold a current Working with Children Check.

OUR COMMITMENT TO CHILD SAFETY AND ANGLICAN ETHOS

Georgiana Molloy Anglican School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child Protection Policies and Staff Code of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at Georgiana Molloy Anglican School.

Georgiana Molloy Anglican School is an Anglican school and applicants should be able to demonstrate empathy with and support for the Schools Anglican Ethos.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

Principal

Mr Brad Evans

Name

Signature

Date

Cleaner

Name

Signature

Date

Georgiana Molloy Anglican School is a child-safe environment