**POSITION DESCRIPTION**

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| **POSITION TITLE:**  | **Cleaner** |
| **SECTION**: | **Services Staff** |
| **REPORTS TO:** | **Principal** |
| **CLASSIFICATION:** | **Services Staff – Level 1** |
| **AWARD:** | **Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023** |
| **LOCATION:** | **St Clare’s Catholic School, Burdell** |

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| **OUR ORGANISATION** |

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

**OUR SYSTEM VISION**

*“The promotion of the human person is the goal of the Catholic school”*

*THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998*



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| **ABOUT THE ROLE** |

[St Clare’s Catholic School, Burdell](https://www.stclarestsv.catholic.edu.au/) offers Kindergarten through to Year 6 in a welcoming and inclusive community environment. St Clare's Catholic School belongs to the St Anthony's Parish. Along with St Francis, St Clare is one of the founders of the Franciscan movement that has been part of the Catholic Church's life since the early 13th century. St Clare's Catholic School follows the Franciscan spirituality that stresses simplicity, humility, dependence on God, a love for the poor, and finding God in others and the natural world.

The school’s motto is, ‘Be a Clear Light’ and together staff, families, students and the parish community work tirelessly to make the school a unique and dynamic place that welcomes everyone and helps each individual realise their fullest potential. The school community is supportive and encouraging, creating an environment with a strong sense of belonging for students.

The Cleaner contributes to the effective and efficient operation of the school by providing a high level of cleanliness to the facilities. The Cleaner will work within a team to provide a clean, safe and pleasant environment for students and employees and create a physical environment that is conducive to learning and safe student movement.

The Cleaner will work with limited supervision under the direction of the Principal.

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| **KEY ACCOUNTABILITIES** |

Work is normally performed in a typical interior office and/or classroom environment/outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises.

***Typical duties performed may include, but are not limited to:***

* Maintaining a clean and safe learning and working environment for students, staff and visitors to the school in line with cleaning schedules and processes
* Operating and maintaining cleaning equipment including vacuum cleaners, polishers and blowers ensuring a commitment to safe operating procedures
* Sweeping, mopping and buffing tiled floors
* Vacuuming carpets, mats and other floor surfaces
* Dusting desks, tables, shelves and ledges
* Collecting litter, emptying and washing rubbish bins
* Removing graffiti from desks, chairs and walls
* Cleaning windows, fans, fridges, stoves, toilets, sinks and basins
* Sweeping, blowing and hosing/pressure cleaning paved areas
* Locking up rooms including windows, doors and turning off lights.

***Cleaner using specialised equipment:***

* Ordering supplies and receiving deliveries and/or being given the responsibility for the distribution and maintenance of toilet and other requisites and cleaning materials in buildings/ establishments
* Carpet cleaning - operating equipment used in any or all of the following methods - powder systems or liquid shampoo systems or hot water injection and extraction systems (commonly called "steam cleaning")
* Cleaning windows on the exterior of multi-storied buildings from swinging scaffolds, hydraulic bucket trucks or similar devices
* Operating "Ride-On" powered sweeping machines ensuring a commitment to safe operating procedures.
* Operating steam cleaning and pressure washing equipment on the exterior of buildings.

***General expectations:***

* Any other task as reasonably directed
* Adhering to cleaning protocols and schedules with a commitment to safe cleaning processes including correct use of cleaning products and chemicals
* Liaising with the Principal to report any security, safety, damage concerns to eliminate or minimise hazards.

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| **STATEMENT OF RESPONSIBILITY** |

The carriage of the role will always presume the role-holder’s responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one’s self or others.

Employees will:

* Adhere to Work Health and Safety instructions
* Promote a commitment to safe work practices
* Be familiar with workplace incident, hazard and accident reporting and emergency procedures
* Take reasonable action to avoid, eliminate or minimise risk and hazards
* Utilise personal protective equipment
* Participate in the development of a safe and healthy workplace
* Seek information and advice as necessary and comply with instructions.

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| **ABOUT YOU** |

**Experience**

* Recent experience in a cleaning/services/operational role or similar
* Understanding and commitment to Workplace Health and Safety legislation and professional regulations to reduce the risk of harm to self and others relative to the role of a cleaner
* Ability to follow safety precautions that may involve the use of protective equipment where work environment involves exposure to potentially dangerous materials, machinery, use of tools and other equipment.

**Skills**

* Manoeuvring within the office/school environment appropriate to the position – demonstrating agility and adherence to manual handling techniques
* Ability to communicate effectively to meet the necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
* Ability to prioritise workloads and manage multiple tasks with competing timelines
* A demonstrated ability to develop and sustain productive working relationships.

**Attributes**

* Enthusiastic, energetic, flexible with a proactive attitude
* Flexible and responsive to the needs of the school community and driven to achieve the best outcomes
* Ability to accept responsibility for own work.

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| **Mandatory Criteria/Professional Registration/Other** |

* Current Working with Children Suitability Card or eligibility to obtain same - the successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.
* Ability to travel from time to time within the Catholic Diocese of Townsville
* Ability to perform the physical requirements of the role in a safe manner.

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| **Desirable Criteria** |

* Ability to operate commercial and industrial cleaning equipment
* Familiarity with Safety Data Sheets for chemical substances used and appropriate storage of same.

*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

The following will be required for the role of Cleaner:

* Hepatitis A & B Vaccinations.

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| **HOW YOU WILL BE ASSESSED** |

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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| **Capabilities** |
| Personal | Professional – Knowledge and Understanding |
| Engages in self-reflection | Is aware and responsive |
| Gives witness to personal faith and commitment | Integrates a Catholic stance in area of responsibility |
|  | Supports and engages change processes |
| Displays a sense of self-efficacy and personal identity | Demonstrates appropriate styles of decision making |
| Displays intuition as well as logic and reason | Inspires a collegial purpose and vision |
| Projects confidence, optimism and resilience | Supports efficient and robust structures and systems |
| Demonstrates honesty and integrity | Focuses on core outcomes and accountabilities |
| Demonstrates ethically responsible behaviours | Engages in workplace learning and relevant professional development |
| Is morally courageous | Operates with a commitment to sound educational focus |
| Demonstrates a commitment to personal spiritual growth | Operates with a spirit of service and professionalism |
| Displays imagination and vision | Develops moral purpose |
| Integrates work and personal life | Demonstrates capacity to provide professional support |
| Engages with the Catholic culture |
| Is culturally sensitive |
| Social and Interpersonal | Organisational |
| Is relationally adept | Gives priority to the Church’s mission in education |
| Is emotionally mature | Engages in future thinking, aware of the big picture |
| Is guided by the spirit and teachings of the Gospel | Supports organisational capacity to respond to contemporary and future needs |
| Communicates with confidence | Avoids imposing old paradigms on new realities |
| Is authentically present | Supports a growth promoting workplace |
| Displays a trusting disposition | Exercises committed and ethical stewardship |
| Supports collaborative and productive working environments | Contributes to organisational sustainability |
| Engages in positive politics | Supports a sharing organisational culture that focuses energies and talents |
| Operates in fidelity to Catholic social teaching and environmental responsibilities |

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| **REPORTING & OTHER RELATIONSHIPS** |

The Cleaner is accountable in the first instance to the Principal. The Cleaner consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.

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| **ACKNOWLEDGEMENT** |

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

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| **Employee Name:** |  |
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| **Signature:** |  | **Date:** |  |