



**ST. PETER'S**  
Anglican Primary School



## **Position Description - Casual School Cleaner**



## **Vision**

- St Peter's will strive to provide an inspiring, nurturing and dynamic learning environment, underpinned by Christian faith and with a focus on a strong academic curriculum.

## **Motto**

- Life through Christ

## **We seek to achieve the following goals:**

- Appoint exemplary Christian classroom and specialist teachers
- Pursue academic excellence
- Promote in students a love of learning, pride in their individual and collective achievement, and a strong work ethic
- Encourage students to fully extend their skills and talents, and to constantly challenge the limits of their abilities
- Develop superior skills and knowledge in Information Technology
- Provide opportunities for students to develop a high level of proficiency in Sport, Debating, Public Speaking and Creative and Performing Arts
- Commit to a nurturing system of pastoral care that is dedicated to the support of individual students and their families
- Develop in students a strong sense of service to others and to the community

## **We encourage all our students to:**

- Develop an understanding of the Gospel message and the impact of serving God in their lives
- Develop their full intellectual, social and physical abilities
- Think critically and creatively
- Develop enthusiasm and respect for learning
- Show respect for and courtesy towards others
- Learn the value of working together
- Learn to appreciate the importance of service to others
- Show initiative and develop qualities of leadership within the school and wider community
- Develop a global perspective and the ability to adapt to change
- Appreciate the joy of living in a spirit of thankfulness to God



## Role Description

Responsible to: Facilities Manager

Effective Date: Casual

Main Objective: Cleaning staff will assist the Facilities Manager to maintain the cleanliness of the schools facilities. An exemplary level of service is required to maintain the high expectations of the school. You will work as part of a cleaning team.

Salary: The industrial Instrument that currently applies to this position is  
*"Independent Schools (NSW) (Support and Operational Staff) Multi-Enterprise Agreement 2017"*

Dress Code: St Peter's Anglican Primary School requires staff to dress in a professional manner, fitting of an independent school. Further details will be provided to the successful applicant.



## **Responsibilities:**

The duties include, but are not limited to:

- Maintain a clean and safe learning and working environment for students and staff.
- Duties include sweeping, mopping, vacuuming, dusting, cleaning desks, removing rubbish.
- You may be asked to perform window cleaning and external cleaning of areas.
- Cleaning kitchens and kitchenettes, running dishwashers, filling supplies.
- Toilet cleaning and replenishing consumables.
- Locking all windows, doors, turning off lights.
- Reporting any issues or damage to the leading cleaner, or Facilities Manager.
- Additional duties as directed

## **Selection Criteria:**

- Demonstrated ability to work with internal and external stakeholders and to follow direction
- Ability to carry out manual handling tasks and an understanding of WHS
- Willingness and ability to work in a flexible manner within a team environment
- Current driver's licence
- Ability to proactively identify and provide solutions for potential and actual problem issues
- Ability to undertake general maintenance
- Ability to communication skills with internal and external stakeholders

## **Desirable Criteria**

- First Aid Certificate



## **WHS Responsibilities**

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.

You must cooperate with St Peter's Anglican Primary School to ensure that your workplace is safe and without risk to health. This includes, but is not limited to:

### **Employees will:**

- Take reasonable care for their own health and safety while at work
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate and comply with any reasonable policy or procedure of St Peter's Anglican Primary School in relation to health or safety in the workplace
- Report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- Comply with all reasonable instructions from Managers in relation to health and safety issues at work
- Attend and participate in any training or in-service seminars arranged by the St Peter's Anglican Primary School to support the objectives of this Policy
- Use any personal protective equipment provided by the school to protect their safety and will ensure that they use this equipment correctly
- Engage openly with school personnel in any consultation on WHS issues or information brought to their attention, to assist the school
- Generally cooperate with St Peter's Anglican Primary School as required to enable compliance with the Law
- Meet the requirements of WHS legislation, a person trained in First Aid will be responsible for the provision of First Aid, as required.
- Assist all people in the workplace should an emergency occur