

Role Description



Cleaner

Job Ad Reference			
Job Evaluation No.	13177	TRIM No.	09/172448
Work Unit	State School/State High School or other education institution		
Location	Various location throughout the State		
Classification	OO2 Other Than Public Servants Award - State 2012		
Job Type	Permanent / Temporary / Full-time / Part-time		
Salary Range	per annum		
	Plus superannuation contributions of up to 12.75% of your annual salary.		
Contact Officer			
Contact Telephone			
Closing Date			

Your employer

The Department of Education, Training and Employment (DETE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world-class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DETE is a diverse organisation with the largest workforce in the state. We provide services through four service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training and Employment Division works to meet the current and future needs of the economy through building a world class training and skilling system to enhance the skills of Queenslanders and optimise employment opportunities through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, and the provision of whole of government leadership on employment and labour market issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in, policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood Education and Care Division supports accessible and quality early childhood programs and services for young Queensland children and their families. The Division regulates education and care services, funds access to, and the delivery of, quality early childhood programs and services, invests in strategic innovative and integrated programs and works with providers to monitor and meet changing demands and workforce needs. The Division also works closely with the State Schooling Division to provide local early childhood education and care regulation, integration and innovative services including transitional programs, information and parental support.

State Schools Division is responsible for ensuring that every day, in every lesson, every student in state schooling is learning and achieving within a safe, supportive, inclusive and disciplined learning environment and supported by strong governance and efficient business operations. State Schools Division provides support for high quality projects and processes to support schools to improve performance.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.dete.qld.gov.au

Your opportunity

As the Cleaner you will:

- Contribute to the efficient and effective operation and environment of the site by providing a high level of cleaning support.
- Ensure that the duties prescribed for the position are completed to an acceptable standard as determined by their supervisor, in accordance with the approved school cleaning program.

The Cleaner, reports to the school Principal or nominated delegate. In a non-school location the cleaner reports directly to the Site Manager.

Your role

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Cleaning windows, pictures, doorknobs, taps, sinks, drinking fountains, lavatory basins, glassware, glass doors and cupboards.
- Cleaning and sanitising toilet facilities and sick bays.
- Cleaning and maintaining equipment.
- Cobweb and mildew control, utilising extendable equipment as necessary.
- Cleaning of concrete; bitumen; asphalt and paved surfaces.
- Disposal of rubbish and litter control including removal of material from drains and gutters between and/or surrounding buildings.
- Dusting including student and office furniture, equipment and fans.
- Hosing.
- Removal of graffiti.
- Sweeping and vacuuming.
- Vinyl/timber floor maintenance including buffing, stripping and polishing.
- Other appropriate cleaning duties as directed by the Principal/Business Services Manager.

Security

- Activating and disarming school security systems as required.
- Locking and unlocking buildings.

Liaison

- Liaise with Principal/Business Services Manager concerning purchase and/or replacement of cleaning materials.
- Reporting security, safety, damage concerns to the Principal/Business Services Manager or Schools Officer (Facilities and/or Grounds).
- Referring members of the public to relevant school personnel as required.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Ability to understand the work environment by, learning quickly to use and maintain, cleaning equipment, materials and chemical supplies

2. Achieves results

Capability to apply Workplace Health and Safety standards, especially in the use and application of cleaning equipment and materials.

3. Supports productive working relationships

Ability to carry out cleaning duties with limited supervision and cooperatively participate as a team member when required.

4. Displays personal drive and integrity

Awareness of the need for security in relation to rooms and buildings, personal property and equipment.

5. Communicates with influence

Demonstrated interpersonal and communication skills including the ability to work with all members of the school community both individually and as a member of a team.

Additional information

- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check may be initiated on the successful applicant by the Queensland Police Service.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.

- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au

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