

Application Package

28 hour Cleaner – Cavendish Rd SHS

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Thank you for expressing interest in the cleaning position recently advertised by Cavendish Road State High School. The successful applicant will be engaged on a permanent basis at 28 hours per week. The following is information on these positions.

Place of engagement

The successful applicants will be required to work as a permanent cleaner at Cavendish Road State High School, 695 Cavendish Road, Holland Park Q 4121.

Hours of Duty

The successful applicants will be engaged 5 days per week, 5 – 5 ¼ hours per day, 28 hours per week, over a split shift. The start and finish times will vary and will be between 5am and 7.30am and 3.30pm and 6pm.

Wage rate

The wage rate will be between \$22.32~\$23.73 per hour (depending on prior experience) plus a split shift allowance of \$7.37 per day from 1 April, 2014.

ADO arrangements

Accrued Days Off (ADO) is managed by accruing time outside your normal work hours, to enable you to access some time off during the school holiday periods. This time is accrued by working extra prior to your Wednesday shift until the total ADO for the year has been accumulated. More information regarding ADO is available on request.

Leave arrangements

The successful applicants will accrue recreation leave at the rate of 20 days per annum and sick leave at the rate of 10 days per annum (cumulative) from the date of appointment. This applies to staff working 5 days per week.

Conditions

The *Commission for Children and Young People and Child Guardian Act 2000* requires the successful applicant to be subject to a “working with children check” as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: <http://www.bluecard.qld.gov.au/>

Furthermore, the successful applicant may be subject to a probation period of up to a maximum of six months. In determining the probation period to be applied, prior service with the Department may be taken into account.

Applications

Applicants are to outline their experiences/knowledge against each point under ‘**How you will be assessed**’ in the role description. Failure to do so, may exclude you from the recruitment process.

Please ensure you include your current resume with your application including the contact details of 2 current referees.

Contact details

Mrs Lyn Lee
Business Services Manager
Phone: 07 3394 0777
Fax: 07 3394 0700
Email: bsm@cavroadshs.eq.edu.au

Return address for applications

Via email: bsm@cavroadshs.eq.edu.au
Via post: Mrs Lyn Lee
Business Services Manager
PO Box 156,
Holland Park Q 4121

Closing date: Sunday 5th July, 2015