

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Cleaners and Caretakers (Government) Award 1975 Government Services (Miscellaneous) General Agreement 2010 or as replaced
Group: Schools	Effective Date of Document 10 September 2014
Directorate: Education Regions	
Branch: School	
Section:	

THIS POSITION			
Title:	Cleaner In Charge		
Classification:	Level 3 (School with a cleanable internal area of up to 7000 m ²)		
Position No:	Generic		
Positions under <u>direct</u> responsibility			
Title:	Classification:	Position No:	Number of FTE's Controlled:
Cleaner	Level 1		

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	Various		
POSITION NUMBER:	Various		
TITLE:	Business Manager/Registrar		
LEVEL:	Various		
POSITION NUMBER:	Various		
This position and the positions of:			
Title	Level	Position Number	
Various			

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CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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ROLE

The Cleaner in Charge:

- organises and supervises the cleaning staff
- opens and locks the school, including setting the security alarm system
- maintains cleaners time-book, reports absences and arranges relief staff
- liaises with Business Manager/Registrar on all cleaning matters
- provides on the job induction training for new cleaning staff
- conducts monthly cleaning inspections with the Business Manager/Registrar
- ensures all leave and allowance forms are completed correctly before forwarding to the Business Manager/Registrar
- records and responds to issues and concerns detailed in the Communication Book
- maintains the school environment in accordance with Department procedures
- undertakes cleaning of allocated internal and external areas, including emptying external rubbish containers into the waste disposal system provided at the school
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

OUTCOMES

1. School facilities are cleaned and maintained in accordance with Department procedures.
2. Advice and support to the Business Manager/Registrar is current, relevant and consistent with the Department's policies and procedures on school cleaning.
3. Induction training is provided to all new employees.
4. Relevant organisation and supervision of tasks is provided to the school cleaning staff.
5. Accrued leave of staff is managed effectively.
6. Performance management and development is delivered effectively.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated good interpersonal and communication skills.
2. Demonstrated ability to induct, coordinate and supervise the work of cleaning staff.
3. Demonstrated experience in school or commercial cleaning.
4. Demonstrated experience in the safe storage of cleaning equipment, materials and chemicals.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department’s induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department’s training in Accountability and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

**DATE 10 September
TRIM REF # D14/0429987**