

**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 Directorate: Education Regions Branch: School Section:		Effective Date of Document 10 September 2014

THIS POSITION			
Title:	Cleaner		
Classification:	Level 1		
Position No:	Generic		
Positions under <u>direct</u> responsibility			
Title:	Classification:	Position No:	Number of FTE's Controlled:
Nil			

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

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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

Under the general supervision of the Cleaner in Charge, the Cleaner:

- carries out internal cleaning duties, including the maintenance of carpets and hard floor surfaces, toilet cleaning, furniture and fittings, window cleaning, dusting, rubbish removal, and other items of general cleaning
- performs external cleaning duties, including the cleaning of verandahs and covered areas, rubbish removal, cleaning of drinking troughs, window cleaning, removal of cobwebs, and other general cleaning
- completes vacation cleaning duties, including the stripping and sealing of vinyl floors, window cleaning, shampooing of carpets, pressure cleaning of verandahs and undercover areas, maintenance of gymnasium floors, and other such duties as required by the Cleaner-In-Charge.

OUTCOMES

1. School facilities are cleaned and maintained in accordance with Department procedures.

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 ability to recognise and interpret Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.
2. Demonstrated ability to use cleaning equipment including polishers, vacuum cleaners, pressure cleaners, etc.
3. Demonstrated ability to communicate effectively and work as a member of a team.

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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 2014
TRIM REF # D14/0429941