

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

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| Public Sector Management Act 1994 | Salaries/Agreement/Award Cleaners and Caretakers (Government) Award 1975 Government Services (Miscellaneous) General Agreement 2016 or as replaced |
| Group: Schools | Effective Date of Document 22 August 2017 |
| Region: Education Regions | |
| School: Schools | |

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| THIS POSITION | |
| Title: | Cleaner |
| Classification: | Level 1 |
| Position No: | Generic |
| Positions under <u>direct</u> responsibility: Nil | |

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| REPORTING RELATIONSHIPS | |
| TITLE: | Manager Corporate Services |
| 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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| TITLE Cleaner | CLASSIFICATION Level 1 | POSITION NO Generic | EFFECTIVE DATE 22 August 2017 |
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CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teachers Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

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

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 Accountable 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 22 August 2017
TRIM REF # D17/0356734