

**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 2016 or as replaced	
Group:	Schools	Effective Date of Document 22 August 2017
Region:	Education Regions	
School:	Schools	

THIS POSITION			
Title:	Cleaner In Charge		
Classification:	Level 3 (School with a cleanable internal area of up to 7000 m²)		
Position No:	Generic		
Positions under direct responsibility			
Title:	Classification:	Position No:	Number of FTE's Controlled:
Cleaner	Level 1		

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	Various		
POSITION NUMBER:	Various		
TITLE:	Manager Corporate Services		
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 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

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 the Manager Corporate Services on all cleaning matters
- provides on the job induction training for new cleaning staff
- conducts monthly cleaning inspections with the Manager Corporate Services
- ensures all leave and allowance forms are completed correctly before forwarding to the Manager Corporate Services
- 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 Manager Corporate Services 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 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 # D17/0356796