

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Cleaners and Caretakers (Government) Award 1975; Government Services (Miscellaneous) General Agreement 2016 or as replaced
<b>Group:</b> Schools	<b>Effective Date of Document</b> <b>23 August 2017</b>
<b>Regions:</b> Education Regions	
<b>School:</b> School	

<b>THIS POSITION</b>	
<b>Title:</b>	Assistant Cleaner in Charge
<b>Classification:</b>	Level 2 (School with cleanable internal area of over 15,000 m <sup>2</sup> )
<b>Position No:</b>	Generic
<b>Positions under direct responsibility:</b> Nil	

<b>REPORTING RELATIONSHIPS</b>			
<b>TITLE:</b>	Manager Corporate Services		
<b>LEVEL:</b>	Various		
<b>POSITION NUMBER:</b>	Various		
<b>TITLE:</b>	Cleaner in Charge		
<b>LEVEL:</b>	7		
<b>POSITION NUMBER:</b>	Various		
<b>This position and the positions of:</b>			
<b>Title</b>	<b>Classification</b>	<b>Position Number</b>	
Cleaner	Level 1	Various	

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Assistant Cleaner in Charge	Level 2	Generic	23 August 2017

## 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.

<b>TITLE</b> Assistant Cleaner in Charge	<b>CLASSIFICATION</b> Level 2	<b>POSITION NO</b> Generic	<b>EFFECTIVE DATE</b> 23 August 2017
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## **ROLE**

The Assistant Cleaner in Charge assists the Cleaner in Charge to:

- organise and supervise cleaning staff
- open and lock the school, including setting the security alarm system
- maintain the cleaner's time-book, report absences and arrange relief staff
- liaise with the Manager Corporate Services on all cleaning matters
- provide on the job induction training for new cleaning staff
- conduct monthly Cleaning Inspections with Manager Corporate Services
- ensure all leave and allowance forms are completed correctly before forwarding to the Manager Corporate Services
- maintain the school environment in accordance with Departmental procedures
- record and respond to issues and concerns detailed in the Communication Book
- undertake cleaning of allocated internal and external areas, including emptying external rubbish containers into the waste disposal system provided at the school.

## **OUTCOMES**

1. School facilities are cleaned and maintained in accordance with Departmental procedures.
2. Advice and support to the Cleaner in Charge and 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.

## **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 experience in the safe use and storage of cleaning equipment, materials and chemicals.
3. Demonstrated ability to recognise and interpret Material Safety Data Sheets, equipment operating instructions, safety instructions and training guidelines.

<b>TITLE</b> Assistant Cleaner in Charge	<b>CLASSIFICATION</b> Level 2	<b>POSITION NO</b> Generic	<b>EFFECTIVE DATE</b> 23 August 2017
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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 23 August 2017**  
**TRIM REF # D17/0356679**