

RAMS Generated (top of page):

Agency Name Department of Education
Division Goldfields Education Region
Branch Lake King Primary School
Position Title Cleaner In Charge
Position Number 00023518
Classification & Award Level 3, \$1,030.90 - \$1,045.50 (pro-rata) per week (GS (Misc.) GA 2019)

School Logo (URL)

https://www.det.wa.edu.au/schoolsonline/display_image?schoolID=5270&type=SCH_LOGO

Manually Generated (body of advertisement):



Advertised Vacancy Number: SS/SS667680

This is a permanent part-time (0.6FTE) position commencing Term 2, 2021

Lake King Primary School (PS) is seeking a dedicated and friendly Cleaner In Charge to join their team.

The successful applicant will be able to carry out a variety of cleaning requirements in the school as well as having the responsibility of being out to lock up the school facilities. You will liaise with the Principal on a regular basis and have the ability to work in a team environment as you would be required to supervise another Cleaner L1. The role also includes having sound knowledge of cleaning equipment and safe cleaning procedures, methods and practices.

Situated in the Esperance District, Lake King is predominantly a farming area in the Shire of Lake Grace. It lies 45kms south of the town of Varley, 70kms north of Ravensthorpe town site, 65kms east of Newdegate, 265kms north-west of Esperance and 468kms south-east of Perth.

The school currently caters for children with both physical and learning difficulties and general primary classes ranging from kindergarten to year seven. Children are predominantly from farming families with all children travelling to school by bus.

Further information about this position can be found in the attached job description form (JDF).

This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our school for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.

The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

For further information about Lake Grace PS please visit [Schools Online](#) .

For further job related information:

You are encouraged to contact Kaye Brownley, Principal for further information about this employment opportunity, including information about living and working in Lake King, by telephoning (08) 9874 4018 or emailing Kaye.Brownley@education.wa.edu.au

Application Instructions

Our aim is to make it easy for you to apply!

Your application should include:

1. A detailed CV outlining your work history and experience in the context of the role. Your CV should include two (2) work related referees, one being your current Line Manager and;

[Application Requirements: You can also select one of the following options – select the check box next to the applicable option]

Option 1

2. A cover letter of no more than one (1) page. Please provide one example from your past experience that best shows your knowledge, skills and abilities in cleaning a room or surface. Include the:
 - steps you took to clean the room or surface
 - chemicals used on each material
 - machinery used; and
 - action taken to maintain your safety and the safety of others.

Option 2

2. A cover letter of no more than one (1) page. Please address selection criteria (**X and X**) by providing an example that shows your ability, knowledge and application in relation to each criteria. (*Selection criteria will be inserted to assist applicants*)

Option 3

2. In no more than one (1) page, address the selection criteria by providing an example that shows your ability, knowledge and application in relation to the criteria below: (*Selection criteria will be inserted to assist applicants*)

Option 4

2. Panel Chair chooses what applicants need to submit and how applications are received. Panel Chairs must make sure that all panel members understand that what you ask applicants to submit must relate to the selection criteria and meet public sector standards. To use this option, contact your Recruitment Officer at schoolsrecruitment@education.wa.edu.au or telephone (08) 9264 4127.

For Senior Gardener/Cleaner in Charge positions only, this is an alternate application option/s:

Option 5

- A [number of pages] page cover letter addressing the Work Related Requirements, in the context of the role and business needs of the school
- A comprehensive CV of up to [number of pages] pages outlining your employment history and professional learning summary relevant to this position
- The contact details for two (2) work related referees (one being your current line manager).

Option 6

2. Panel Chair chooses what applicants need to submit and how applications are received. Panel Chairs must make sure that all panel members understand that the what you ask applicants to submit must relate to the selection criteria and meet public sector standards. To use this option, contact your Recruitment Officer at schoolsrecruitment@education.wa.edu.au or telephone (08) 9264 4127.

3. A completed application form. The application form can be found in the attachments at the bottom of this advertisement. *Please only complete the application form if you are **not** submitting your application online. [to be removed if online applications only]*

It is recommended you have these documents completed and ready before applying for this job as applications cannot be accepted after the closing date and time,

To submit your application, select one of the following options:

- Click on the “Apply for Job” button located at either the top or bottom of this screen. You can then complete the online application form and attach your documents.

[Additional submission options: Please select any additional methods of submission. Please note, hand-delivered applications will apply a 10-day breach period]

Submit an online application using a school computer

- If you do not have access to a computer, or require help using one, you can visit the school during office hours (Monday to Friday, between 8:30am and 3pm) to use a school computer, with technical support available from school-based staff. Please contact the school to arrange a suitable time. Support staff are not available to assist with the content for your application.

Emailed

- Email your completed application form and documents to xx.xx@education.wa.edu.au before the closing date and time **or**;

Hand-delivered

- Hand-deliver your completed application form and documents to the school reception **[insert school address]** before the closing date and time.

Please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

Applications cannot be accepted after the closing date and time.

If you are having trouble submitting your **online application**, please contact the Recruitment System Support team on (08) 9264 8666 for assistance.

ELIGIBILITY AND TRAINING REQUIREMENTS

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department’s induction program within three months of commencement
- complete the Department’s online training in manual tasks and hazardous substances within three months of commencement
- complete Fundamentals of Cleaning training as soon as practicable
- complete any other training specific to this role required by Departmental policy
- complete the Department’s training in Accountable and Ethical Decision-Making within six months of appointment.
- Provide evidence of eligibility to work in Australia for the term of the vacancy

The Department applies a four (4) day breach period to this selection process.

Applications must be submitted before X.30pm (WST) on Day, DD MMMM YYYY

APPLICATIONS MUST BE SUBMITTED ONLINE

PROFORMA AND LATE APPLICATIONS WILL NOT BE ACCEPTED