

## Advertisement draft

<b>School:</b>	Jolimont Primary School
<b>Job Title:</b>	Cleaner in Charge
<b>Vacancy ID:</b>	970484
<b>Logo URL:</b>	<a href="https://www.det.wa.edu.au/schoolsonline/display_image?schoolID=5226&amp;type=SCH_LOGO">https://www.det.wa.edu.au/schoolsonline/display_image?schoolID=5226&amp;type=SCH_LOGO</a>



**This is a permanent part-time (0.75FTE) position commencing Term 3, 2025.**

Jolimont Primary School staff challenge and inspire students to meet their individual potential. As an Independent Public School, we are empowered to use our expertise to meet the needs and interests of our students and community. We inspire joy in learning by providing highly engaging and motivating student-centred learning programs. In this way, we are able to encourage and challenge our children to become global citizens.

Our vision reflects contemporary excellence, inclusiveness and encompasses the school motto of Go Forward with Us. We are a blend of cultures, ideas, innovation and imagination and we celebrate diversity, achievement and excellence.

Find out more about our school by visiting [jolimontps.wa.edu.au](http://jolimontps.wa.edu.au) or [Schools Online](#).

### The Role

The successful applicant will preferably be experienced in supervising staff, be responsible for opening and closing the school, including setting the security alarm system and carry out internal and external cleaning duties. Additionally, you will be required to complete vacation cleaning duties, which may include stripping and sealing of vinyl floors, shampooing of carpets, pressure cleaning of verandas and undercover areas and other such duties as required.

The successful applicant will ideally have good communication and interpersonal skills. You will ideally aspire and lead a team of cleaning staff to ensure the school environment is maintained in accordance with Department of Education policies and procedures. You should have sound knowledge of cleaning equipment, products and safe cleaning procedures, methods, and practices. The Cleaner in Charge will also provide on the job induction training for all new cleaning staff, conduct monthly cleaning inspections as well as record and respond to issues of concern. The successful applicant will also liaise with the Manager Corporate Service on all cleaning matters and be responsible for monitoring and ordering stock and stocktake of cleaning resources.

### Want to know more?

Full details of the role, selection criteria and training requirements are listed in the attached Job Description Form (JDF).

For more information about this opportunity, please contact Sharon Paterson, Manager Corporate Services, on (08) 9205 5200 or by emailing [sharon.paterson@education.wa.edu.au](mailto:sharon.paterson@education.wa.edu.au).

**If advertising over the school holidays, please complete:**

*During the school holidays, please contact [name] on [mobile number].*

## Equity and Diversity

We are committed to an inclusive and culturally responsive workforce reflecting the diversity in our schools and the Western Australian community. We welcome and encourage applications from Aboriginal and Torres Strait Islanders, young people, people of diverse sexualities and genders, people with disability, and people from culturally and linguistically diverse backgrounds.

Explore our [Equity, Diversity and Inclusion Plan 2021-2025](#) for more details.

## Eligibility

To work with us, you will need to:

- obtain a valid Working With Children Check
- consent to a National Criminal History Check with the Department's Screening Unit.
- be an Australian or New Zealand citizen, permanent resident or have a valid visa with relevant work rights for the term of the appointment.

Additional eligibility and training requirements are outlined in the attached Job Description Form (JDF).

## Application Instructions

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

### Step 1: Prepare your application.

Your application should include the following:

- **CV/Resume** detailing your work history, experience and any certificates or qualifications relevant to the position.

#### Optional Submission Requirements:

Please indicate if you would like one of the below submission requirements included in your advertisement by ticking the check box OR add your own requirement:

- ☐ In a one (1) page cover letter, share with us how your skills and experiences match this role.
- ☒ Tell us in one (1) page how your skills and experiences that relate to these selection criteria:
  - o Demonstrated good interpersonal and communication skills.
  - o Demonstrated ability to induct, coordinate and supervise the work of cleaning staff.
  - o Demonstrated experience in school or commercial cleaning.
  - o Demonstrated experience in the safe storage of cleaning equipment, materials and chemicals.

- o Demonstrated ability to recognise and interpret Material Safety Data Sheets.
- ☐ A cover letter with one (1) example from your experience that best shows your knowledge, skills, and abilities in cleaning a room or surface. Include the:
  - o Steps you took to clean the room or surface.
  - o Chemicals used on each material.
  - o Machinery used; and
  - o Action taken to maintain your safety and the safety of others.

## **Step 2: Submit your application.**

Apply Online:

- Click 'Apply for Job' and complete the online application.
- Have your documents ready to attach.

- ☐ **Optional - (10) day breach period applies:** Apply Directly to the School:
- Complete the application form located at the top of this advertisement.
  - Email your application form and documents to [email address]; or
  - Hand-deliver your application form and documents to our school reception at [street address], [suburb], WA [postcode].

It is recommended you have your attachments ready before selecting Apply for Job.

Your application must be received before the closing date and time. **Late applications will not be accepted.**

For technical support submitting your application, you can call the Department of Education's Recruitment team on (08) 9264 4127 for assistance.

Advertised Vacancy Number: IPS/SS970484

Suitable applicants may be considered for similar vacancies arising within the next 12 months following this selection process. This may include circumstances where the successful applicant declines or vacates the position.

**If branch is receiving applications directly to the branch apply a (10) day breach:**

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

**Applications close:** 4.30pm (AWST) on Day, DD Month Year