



Sheldon College POSITION DESCRIPTION



Cleaner

Department: Cleaning

Responsible to: Principal

Reports to: Director of Business and Finance

About Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities.

Our staff are our most valuable investment. Every member of our team plays a key role in delivering excellence in education. We deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of **Love, Laughter and Learning**.

Child Safety and Wellbeing

Sheldon College has a zero-tolerance approach to any behaviours that compromise student safety and wellbeing, including child abuse. The College prescribes to the Universal Principle that all children have the right to feel safe, respected, and heard, protected from all forms of abuse, harm, and neglect in a culturally safe environment.

All staff are required to uphold the College's Child Safety and Wellbeing framework, including the Child Safety and Wellbeing Policy, Staff Code of Conduct, and Raising and Responding to Concerns Policy. It is an inherent requirement of all staff members' employment to meet mandatory reporting obligations. Staff must apply a culturally sensitive and trauma informed approach in all Child Wellbeing related activities and Child Safety investigations across all areas of the College.

Successful applicants must demonstrate a commitment to child safety and will be required to complete all mandatory training and compliance requirements prior to undertaking duties.

Position Overview

The primary role of Cleaner is to ensure that the College buildings are maintained in a neat, tidy, safe and hygienic manner. The Cleaner has a role in contributing to the beautification and enhancement of the appearance and safety of the College grounds.

The successful applicant must exhibit high standards of professionalism through their ability to operate successfully in achieving the College's Vision, Mission, Values and strategy goals as well as the quality





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assurance indicators. They are also expected to model the 4C's of Courtesy, Consideration, Co-operation and Common Sense at all times in their interaction with students and community members.

Duties and Responsibilities

- Cleaning and sanitizing classrooms, staffrooms, toilets, showers and office areas within the College.
- Report any damage, hazards or other safety concerns within the College.
- Reporting any maintenance issues as observed during work times.
- Completing all required training and re-training as directed.
- Operating cleaning equipment in line with training and safe work practices.
- Ensure compliance with cleaning industry standards and occupational health and safety requirements.
- Adhere to all required hygienic standards in the course of performing job.
- At all times wear all required uniform and personal protective equipment (PPE) as directed and report to supervisor if require replenishment.
- Removal and disposal of rubbish as required.
- Stock control and ordering.
- Work effectively without supervision, either individually or in a team environment.
- Apply good interpersonal and communication skills during interactions with others.
- Meet obligations to develop personal skills, including training and corporate meetings.
- Manage priorities and tasks effectively by using highly developed time management and organising skills.
- Adhere to the College Policies & Procedures at all times.
- Hold discretion when cleaning areas of the college that require confidentiality and discretion.
- Support duties in the Event Centre from time to time.
- Duties directly assigned by the Cleaning Manager, Cleaning Supervisor, Director Business and Finance, Facilities Maintenance Manager and The Principal.

Child Safety and Wellbeing

- Demonstrated understanding of child safety, wellbeing and duty of care responsibilities
- Ability to uphold the College's Child Safety and Wellbeing policies and procedures
- Completion of mandatory Child Protection and Child Safety and Wellbeing training.
- Ability to maintain a safe and supportive environment for all students

