

# POSITION DESCRIPTION



**The Cathedral School**  
of St Anne & St James  
T O W N S V I L L E

## ROLE TITLE:

**Full-time School Cleaner**

## REPORTS TO:

Luke Bails (Principal)

Sonya Chun Tie (Business Manager)

David Jones (Facilities Manager)

Linda Bates (Cleaning Supervisor)

## INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

## CLASSIFICATION:

Miscellaneous Workers

## COMMENCEMENT DATE:

January 2025

Are you a motivated and energetic person who likes variety in your work and working with a team? We are looking for an experienced cleaner to join our cleaning department. The position is a permanent full-time position working 37.5 hours per week. The position is required to work split shifts from 6.00am to 11.00am and 3.30pm to 6.00pm Monday to Friday during term time and from 6.00am to 2.00pm during school holidays. The school closes over the Christmas break allowing for a 2 week break between Christmas and the new year.

The position requires an honest, hardworking self-starter who is able to work as part of a team and individually as required. Work will vary and will include cleaning offices, classrooms, kitchen and dining facilities, toilets and bathrooms, boarding dormitories, and other school owned properties.

## ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

## MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

### AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

### ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the school community with courtesy.

All employees are bound by the requirements of the school's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the school.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the Workplace Health and Safety Act.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the Working with Children (Risk Management and Screening) Act 2000 (Qld), employees are expected to obtain and hold for the duration of employment, their Queensland Teacher Registration, or a working with children "blue card".

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, but within their skills, competency, and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body, or the school.

### PRIMARY ROLE PURPOSE

The position of Cleaner is a full-time position. The role is to provide the school with an efficient cleaning service. The position requires an honest, reliable, hardworking self-starter who is able to work as part of a team and individually as required. Work will vary and will include cleaning offices, classrooms, childcare facilities, kitchen and dining facilities, toilets and bathrooms, boarding dormitories, and other school owned properties.

The position is to provide operational support to the Cleaning Supervisor and other cleaning team members. This position is expected to support the school community (Principal, staff, students, and parents) in the continued promotion of the philosophy of the school, which is founded on the Mission Statement.

From time to time this position may be required to assist on activities not directly related to the duties and responsibilities of this position. Employees may be required to fill other positions as required.

## RELATIONSHIPS AND AUTHORITY

The position is responsible to the Cleaning Supervisor for the day to day performance of duties.

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under routine supervision, using established procedures, practices, and instruction.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Cleaning Supervisor.

## SKILL AND KNOWLEDGE

### ESSENTIAL CRITERIA

The Cleaner will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

#### *Qualifications*

- Valid Working with Children Check (Blue Card).
- A current First Aid & CPR Certificate.

#### *Competencies, Knowledge & Skills*

- Minimum 1 year experience within the commercial cleaning environment.
- Ability to operate small machinery (vacuums, polishers, and other cleaning equipment).
- Well-developed communication and interpersonal skills.
- Excellent organisational and time management skills.
- Ability to work within a team environment and individually as required.
- Understanding of Safety Data Sheets (MSDS) Register.
- Problem-solving skills.
- An understanding of work health and safety and anti-discriminatory practices.

#### *Desirable Qualifications, Competencies, Knowledge & Skills*

- Experience within a large organisation such as a school, hospital, nursing home or hotel is desirable.
- Demonstrated responsible outlook, with an ability to relate to school aged children is required.
- Ability to demonstrate maturity, flexibility, creativity, and initiative within work role.

## KEY ACCOUNTABILITIES

As a Cleaner your role is to ensure that the following duties are conducted in a timely manner:-

#### *Cleaner*

- Assist with the cleaning of the school and boarding houses to a high standard that is in keeping with the school's corporate image as directed by the Cleaning Supervisor.
- Sign in/out daily using time clock software.
- Advise Cleaning Supervisor of repairs and maintenance of equipment as required.
- Safely store, handle, use cleaning products/chemicals without supervision and in accordance with WH&S, Government Codes and Safety Regulations.

- Maintain a current Safety Data Sheets (SDS) Register, which complies with the requirements of the WH&S legislation and school procedures and is accessible to all staff.
- Provide excellent customer service to all members of the school community including students, parents and other members of staff.
- Operate equipment according to established safety procedures.
- Maintain a serviceable state and repair of equipment.
- Arrange for preventive maintenance on equipment and ensure that equipment is in safe operating condition.
- Maintain and monitor records and inventories of stock and equipment.
- Respond to crises within area of responsibility.
- Maintain confidentiality of information regarding students, parents, the Board, management and staffing in accordance with the Australian Privacy principles and School's Privacy policy.
- Be clear about action to be taken in the case of emergencies.
- Attend meetings & professional development days as directed by the Cleaning Supervisor.
- Perform any other duties as directed by the Cleaning Supervisor.

### Workplace Health & Safety

- Be aware of the school's WHS Management System.
- Perform all work and associated functions in a safe manner.
- Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.
- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees, or the general public.

## FUNCTIONAL JOB REQUIREMENTS:

Critical job demand descriptor	% of time the task is performed	Task
Constant	>66%	Walking Standing Forward Reaching Bilateral Handling

Critical job demand descriptor	% of time the task is performed	Task
Frequent	34%–66%	Bending / Squatting Reaching floor to overhead height Lifting and stretching during cleaning Forward reaching to 90 degrees Sideways reaching 45-60 degrees Bilateral fingering with the dominant hand Neck flexion Emptying trolleys/bins Operating vacuum cleaners
Occasional	5%–33%	Kneeling Pushing/pulling trolleys Filling/emptying bucket and pushing mop Sitting
Rare	<5%	Operating polishers

## APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

Please send applications to:  
Human Resources  
The Cathedral School  
Email: [hr@cathedral.qld.edu.au](mailto:hr@cathedral.qld.edu.au)