

LAUNCESTON CHRISTIAN SCHOOL

POSITION DESCRIPTION & SELECTION CRITERIA



POSITION TITLE:	School Attendant (Cleaner)
APPOINTED BY:	Board of Directors/Principal
RESPONSIBLE TO:	Cleaning Supervisor
AWARD/POSITION CLASSIFICATION:	LCS Support Staff Enterprise Agreement / School Attendant/Cleaner
HOURS OF WORK:	Shifts: 6am – 8:30am or 3:30pm – 7pm

POSITION SUMMARY

Under the direct supervision of the Cleaning Supervisor, the School Attendant provides a wide variety of cleaning services to the School buildings and facilities in accordance with LCS Policies & Procedures.

Routine tasks are performed on a daily, weekly, monthly, quarterly and annual basis as required by the Property Coordinator and Business Manager. Working within a team, the School Attendant is responsible not only for their individual areas, but for the general upkeep and maintenance of the entire School.

KEY RESPONSIBILITIES

Cleaning

- Creating and maintaining cleaning schedules to ensure areas of responsibility are adequately cleaned on a daily, weekly & monthly basis as required;
- Wiping benches, cupboards, desks and other surfaces;
- Sweeping & Mopping Floors;
- Vacuuming floors, rugs, carpets;
- Washing and cleaning glass, mirrors & windows;
- Dusting woodwork, furniture & other objects;
- Cleaning and maintaining of bathrooms & toilets;
- Ordering & replenishing supplies when they are low;
- Emptying bins;
- Reporting maintenance issues to the Property Coordinator;
- Supporting the other members of the maintenance team in their roles when workload allows.

OTHER RESPONSIBILITIES

- Other reasonable duties as required by the Property Coordinator or Business Manager;
- Bringing a Christian perspective to bear in all aspects of work;
- Participating in staff appraisals;
- Adhering to the Launceston Christian School's Code of Conduct;
- Attendance at devotions and staff meetings when required;
- Undertaking relevant training and development as and when required.

WORKPLACE HEALTH & SAFETY

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
 - (a) Take reasonable care for his/her own health & safety
 - (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
 - (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act
 - (d) Co-operate with any reasonable policy or procedure of the School relating to health and safety
- Report any potential hazards or perceived risks promptly using the School's online forms
- Report any Incidents involving injury to themselves or others as soon as possible
- Complete an online Health & Safety Induction every 2 years

SELECTION CRITERIA

Desired Personal & Professional Abilities

- Be committed and active in their relationship with Jesus Christ, and expresses that relationship in appropriate Christian community. The expression of that faith will be consistent with LCS's Statement of Faith;
- Ability to work within a team environment;
- Time and work management skills that ensure workload is managed and deadlines met according to agreed priorities;
- Be able to maintain confidentiality and sensitive information;
- Familiarity with building and office cleaning practices, supplies and equipment;
- Maintain good health and fitness to cope with the demands of a physical work environment;
- Ability to use cleaning supplies and equipment;
- Ability to follow simple oral and written directions;
- Willingness to work outside during inclement weather;
- Basic computer skills including the operation of an email account

CONDITIONS OF EMPLOYMENT

- Conditions of employment are outlined in the LCS Support Staff Enterprise Agreement
- Staff are expected to comply with all school policies
- Must hold a current Working with Vulnerable People (Employment) Card