

LAUNCESTON CHRISTIAN SCHOOL

POSITION DESCRIPTION & SELECTION CRITERIA



POSITION TITLE:	School Attendant (Cleaner)
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APPOINTED BY:	Board of Directors/Principal
RESPONSIBLE TO:	Cleaning Supervisor
AWARD / CLASSIFICATION:	LCS Support Staff Enterprise Agreement / Maintenance I
HOURS OF WORK:	Daily Shift: 6am – 8.30am or 4pm – 6.30pm (<i>by negotiation</i>) 45 weeks per year

POSITION SUMMARY

Bringing a Christian perspective to bear in all aspects of work, 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 Cleaning Supervisor and Facilities 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 and monthly basis as required
- Wiping benches, cupboards, desks and other surfaces
- Sweeping and mopping floors
- Vacuuming floors, rugs and carpets
- Washing and cleaning glass, mirrors and windows
- Dusting woodwork, furniture and other objects
- Cleaning and maintaining bathrooms and toilets
- Ordering and replenishing supplies when they are low
- Emptying bins
- Reporting maintenance issues to the Facilities Manager
- Supporting the other members of the maintenance team in their roles when workload allows

Other Responsibilities:

- Adhere to Launceston Christian School's Code of Conduct
- Attendance and participation at Devotions and other staff meetings when required
- Participate in staff appraisals
- Participate in Professional Development activities. All staff are expected to attend staff development and curriculum days as determined by the Principal or their delegate
- Complete/Report any incidents or hazards as soon as possible
- Develop and maintain positive and professional relationships with staff
- Undertake relevant training and development as and when required
- Other reasonable duties as required by the Facilities Manager or Head of Finance

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 and 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
- Report any incidents involving damage to buildings, plant or equipment as soon as possible

SELECTION CRITERIA**Desired Personal & Professional Abilities:**

- 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 appropriately handle sensitive information and maintain confidentiality
- 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 verbal 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 2021 and the National Employment Standards
- Employees must be committed and active in their relationship with Jesus Christ, evidenced by regular attendance and engagement with a local church community. The expression of that faith will be consistent with LCS's Statement of Faith
- All staff are expected to comply with all school policies and adhere to the LCS Staff Code of Conduct
- Hold and maintain a current Working with Vulnerable People (Employment) Card
- Annual completion of relevant Child Safety and Duty of Care online compliance modules
- Ability to obtain and successfully complete First Aid training (HLTAID011)

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Our organisation takes safeguarding children and young people seriously, and as an employee of Launceston Christian School, you are required to meet the behaviour standards outlined in our Staff Code of Conduct. You will receive a copy of the Code of Conduct as part of your onboarding.

In our delivery of services to children and young people, Launceston Christian School requires the highest level of ethical and moral practice. As part of your safeguarding duties, you are required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report **any** suspicions, concerns, allegations or disclosures of alleged abuse, to management
- report any breaches of policy by staff, however minor, to Launceston Christian School management
- maintain valid Working with Vulnerable People (Employee) documentation
- report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people
- ensure all Launceston Christian School policy compliance is met in a timely manner