

Position Description



**EMMANUEL
ANGLICAN
COLLEGE**

Learning ~ Living ~ Leading

Position

General Operational Staff - Cleaner

College Overview

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

Position Overview

The General Operational Staff – Cleaner’s primary responsibility is to maintain the College buildings in a safe, clean and attractive condition on a daily basis. The cleaning staff are part of the Maintenance Team that is responsible for maintaining the College buildings and grounds to a high standard, and in a way that reflects well on the College.

Key Responsibilities

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

Assist the College to provide a safe and clean campus environment:

- Attend to daily cleaning of internal spaces including classrooms, common areas, offices and staff and student amenities.
- Attend to daily cleaning of outdoor spaces including sports courts, play areas and footpaths.
- Assist with general rubbish removal.
- Any other day-to-day tasks related to cleanliness, safety and maintenance of College premises.

Work collaboratively as a member of the Maintenance Team:

- Follow instructions provided by the Leading Hand or the Property Maintenance and Development Manager.
- Ensure that minor maintenance and repair issues are promptly dealt with.
- Assist with setup for functions and events as required.
- Maintain good working relationships with other members of the Maintenance Team, other staff and the general College community, including the volunteers such as Friends of Emmanuel.

Ensure that OH&S practices are strictly followed:

- Ensuring that any safety and security problems are brought to the prompt notice of management and notices/barriers erected as appropriate.
- Using and securely storing the appropriate tools, equipment, and supplies required.

Contributing positively to the College as well as working productively as a member of a team, actively promoting WHS procedures and working collaboratively with College staff.



Ordinary Hours of Work

General Operational Staff are rostered to work their ordinary hours of work as part of a shift work arrangement. Shifts are generally Monday to Friday 6.00am to 10.00am or Monday to Friday 2.00pm to 5.30pm, or a combination of both.

Knowledge, Skills and Qualifications

- Experience and proven ability in a wide range of cleaning duties.
- Basic knowledge of the operation of a range of tools and equipment required for keeping a large site.
- Effective communication skills with staff, students and members of the broader College community.

Personal Qualities and Attitudes

- Problem Solver
- Physical ability
- Versatility
- Reliable and self motivated
- Supportive of the College's ethos and vision
- Adhere to and abide by the expectations of Emmanuel Anglican College Code of Conduct

Remuneration

The appointee to this position will be remunerated in accordance with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement as a General Operational Staff member on Level 3 of the salary scale.