

POSITION DESCRIPTION

Title	Cleaner
Organisation unit	Cleaning Department
Award / Agreement	Educational Services (Schools) General Staff Award 2020
Classification	Level 1
Reports to	Cleaning Co-ordinator
Work location	201 Forest Street, Wendouree, Victoria 3355, and other locations from when required

1. ABOUT BALLARAT GRAMMAR

Ballarat Grammar is one of regional Australia's leading co-educational schools with a proud history dating back to 1877 and a flourishing community of over 1,500 students from 6 months to Year 12, including around 250 boarders.

With three campuses, an extensive range of first-class facilities and a range of challenging and diverse programs, we provide rich opportunities for our students to learn to thrive.

The 'essence of Grammar' is based on wellbeing. Steeped in the Anglican tradition, we invest our values and focus in preparing our students to develop into positive and resilient individuals intent on establishing their own pathway in the world.

We want our students to graduate with a deep understanding of the world and of the people in it. As an active member school of Round Square our students are supported to take on challenges that demand courage, generosity, imagination, principle and resolution.

We take tremendous pride in maintaining a dedicated team of staff and we seek to employ people of the highest calibre. Our experienced Board of Directors is committed to ensuring all students are provided with the very best opportunities and potential for growth.

2. BGS EDUCATIONAL SERVICES VISION

Deliver excellence in supporting services for the educational community by providing resources for education and additional revenue streams for Ballarat Grammar.

3. CHILD SAFE STANDARDS STATEMENT

BGS Educational Services is committed to zero tolerance of child abuse in every form. All staff and members of our community have a duty of care to protect the safety, health and wellbeing of all children in their care.

As a school with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

As a Child Safe Organisation, employment with Ballarat Grammar is subject to current and satisfactory:

- National (and international, where relevant) police check, and
- Working with Children Check, and/or
- Victorian Institute of Teaching registration.

4. VALUES

BGS Educational Services has adopted and promotes the Ballarat Grammar values in all of its endeavours;

Integrity

We act morally and ethically, seeking the truth and treating others with consideration and respect.

Aspiration

We pursue excellence, in learning and in life.

Courage

We seek justice and the common good, leading with humility and persevering in adversity.

Compassion

We show kindness and embrace diversity, committing to global awareness and understanding.

Responsibility

We take responsibility for our actions, serving our communities and acting as stewards of the environment.

Hope

We share times of joy and live with hope in life's challenges, ever grateful for the richness of human experience.

For those to whom much is given will much be required – Luke 12:48

5. POSITION PURPOSE

The primary focus of this position is to maintain a clean, hygienic and safe environment for staff, students, families and the community to all facilities and grounds within the School. Cleaning staff have specific areas of priority and focus, which may change from time to time, as provided by the Cleaning Co-ordinator.

6. ORGANISATIONAL RELATIONSHIPS

Reports to:	Cleaning Co-ordinator Ultimately, all positions report to the BGS Educational Services CEO
Direct Reports:	Nil
Internal Relationships:	Cleaners
Ballarat Grammar Relationships:	Business Manager Property and Services Manager Property and Services Staff Teaching Staff Administration and Finance Staff
External Relationships:	Students

7. KEY RESPONSIBILITIES

Cleaning

- Clean indoors areas – sweep/vacuum vinyl floors, carpets and mats, and polish vinyl floors.
- Clean external areas – sweep paths.
- Clean amenities – mop floor surfaces, wipe surface of sinks, basins, toilets, pedestals, urinals, mirrors and showers.
- Waste removal – empty bins and clean and sanitise as necessary.
- Clean windows – internal and external.

Other

- Ensure buildings are secure at the end of each working day.
- Assist with external hire requirements.
- Other duties as directed by the Cleaning Co-ordinator, Property and Services Manager and/or the CEO.

8. PERSON SPECIFICATIONS

Qualifications and Certificates

- Manual Handling Certificate (or willingness to obtain)
- Chemical Handling Certificate (or willingness to obtain)
- First Aid Certificate, including CPR, Asthma and Anaphylaxis Management (or willingness to obtain).

Knowledge and Experience

- Experience delivering cleaning services, including understanding of safe use of relevant cleaning tools and products.

- Understanding of a school environment, desirable.

Skills and Attributes

- Ability to demonstrate and authentically promote the School's and BGS Educational Services' values.
- Ability to maintain confidentiality, to the highest level.
- Ability to actively adhere to and promote the School's Child Safe Standards.
- Ability to be punctual and reliable with a professional approach to work.
- Ability to adhere to schedules, policies and procedures.
- Strong time management skills, with the initiative and ability to self-manage and set priorities to meet deadlines.
- Good communication and interpersonal skills.
- Ability to work cooperatively as a member of a team.
- Demonstrated flexibility and initiative.
- Positive disposition with a growth mindset to adding value.

Accountability

- Undertake work and duties under limited direction and with integrity.
- Work to timeframes and within relevant delegations of authority.
- Actively engage in reflective practice and a culture of continuous learning and development.
- Participate in supervision with your responsible manager and actively lead your own professional development in line with the organisational objectives and those set with your manager.
- The Cleaning Co-ordinator and the Property and Services Manager are available for guidance and advice.

This position is subject to review and may change in accordance with Ballarat Grammar's operational, service and consumer requirements.

APPOINTED EMPLOYEE:

Please sign and date to acknowledge that you have read, understood and accept the contents of this Position Description:

Full Name: _____

Signature: _____

Date: _____