



School Cleaner

Duties and Responsibilities Statement

POSITION TITLE	School Cleaner
REPORTS TO	Principal through the Business Manager

PREAMBLE

The Principal is responsible to the School Council for the effective and efficient operation of our School. They are responsible for all staff appointments. The Principal delegates to other persons, aspects of their responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

We are proud of the way our students, parents and staff have helped to create a regional community that embraces individuality, while achieving an overall sense of unity. Our values are encapsulated by the phrase: A FIRE within, a light to others. These values of Faith, Inclusion, Respect and Excellence should guide your professional conduct and interactions within the school community. Our founding vision, "Educating the whole person – in mind, body and spirit" remains core and is embedded in the fabric of the School as we strive to encourage our students to embrace and fulfill the talents with which they have been blessed. It is our aim that our students develop these talents and become great contributors to the region and beyond.

CHILD SAFETY STATEMENT AND REQUIREMENTS

Esperance Anglican Community School (EACS) is a child safe organisation, committed to the safety and wellbeing of all children and young people. EACS has zero tolerance for child abuse.

Every person employed at EACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

THE ROLE

The School Cleaner is responsible for maintaining a high standard of cleanliness, hygiene, presentation and safety throughout Esperance Anglican Community School.

Working as part of the School's cleaning team, the Cleaner will undertake routine and periodic cleaning duties across allocated areas of the School in accordance with the School Cleaning Schedule. Cleaners may be allocated particular buildings or areas and will be expected to work cooperatively as a team to ensure the overall cleaning program is completed to the required standard.



The role requires reliability, attention to detail, the ability to work independently, and an understanding of the importance of working appropriately and discreetly within a school environment.

SPECIFIC RESPONSIBILITIES

General Cleaning

Undertake cleaning of allocated School buildings and areas in accordance with the School Cleaning Schedule, including:

- Emptying rubbish bins, replacing liners and disposing of rubbish appropriately.
- Separating recyclable materials and placing them in designated recycling bins.
- Sweeping, vacuuming and mopping carpeted and hard-floor surfaces.
- Spot cleaning floors and other surfaces as required.
- Cleaning and wiping desks, tables, chairs and other furniture.
- Straightening desks and chairs in classrooms.
- Dusting furniture, equipment and low-level surfaces.
- Vacuuming and cleaning windowsills and skirting boards.
- Removing cobwebs from internal and external areas.
- Cleaning light switches, door handles, doors and door glass.
- Wiping security keypads and air-conditioning remotes.
- Cleaning internal glass, windows and window tracks as scheduled.
- Cleaning other surfaces and areas as required to maintain a consistently high standard of presentation.

Toilet and Amenities

Maintain toilets, washrooms and associated amenities to a high standard of hygiene, including:

- Cleaning and disinfecting toilets, toilet seats and urinals.
- Cleaning and sanitising hand basins.
- Sweeping and mopping toilet floors using appropriate disinfectant.
- Cleaning mirrors.
- Cleaning partitions, tiled surfaces and walls and removing splash marks.
- Replenishing toilet paper, hand towels and soap as required.
- Cleaning shower areas when required.
- Ensuring amenities are left clean, hygienic and ready for use.

Classrooms and Specialist Areas

Clean classrooms and specialist teaching spaces as allocated, including:

- Vacuuming and/or mopping floors.
- Wiping desks and straightening furniture.
- Cleaning sinks, wet areas and work surfaces in science and art areas when clear and accessible.
- Dusting computer monitors and keyboards where required.
- Cleaning staff kitchens, staffrooms and associated areas.
- Cleaning cafe, cooking and food preparation areas in accordance with the Cleaning Schedule.

Care must be taken around School equipment, computers, teaching materials and personal belongings.



Administration and Staff Areas

Undertake cleaning within reception, offices, staffrooms and administration areas, including:

- Vacuuming and cleaning floors.
- Emptying bins and recycling.
- Damp wiping cleared desks and work surfaces.
- Cleaning kitchenettes, sinks, benches, cupboard fronts and appliances as scheduled.
- Dusting accessible furniture and office equipment.
- Cleaning glass doors, switches and frequently touched surfaces.

Cleaners must respect the confidentiality and security of information and documents that may be present within offices and administration areas.

External Areas

Undertake allocated external cleaning duties, including:

- Cleaning drinking fountains.
- Emptying external rubbish bins and maintaining clean bin surrounds.
- Cleaning external tables and benches.
- Sweeping or blowing down designated paved areas and removing leaves and rubbish.
- Removing rubbish from locker areas.
- Cleaning designated external sinks.
- Removing rubbish and leaves from accessible downpipe drain areas.
- Maintaining the general cleanliness and presentation of allocated external areas.

Periodic and School Holiday Cleaning

Participate in periodic and deeper cleaning activities as scheduled, which may include:

- Internal and external window cleaning.
- Cleaning window tracks.
- Detailed cleaning of blinds, skirting boards and other surfaces.
- Dusting accessible fans, ventilation outlets, air-conditioning ducts and grilles.
- Detailed cleaning of toilet partitions, walls and tiled areas.
- Cleaning bins.
- Washing down School buildings.
- Other periodic cleaning required during School holiday periods.

Security and Reporting

Cleaners are responsible for:

- Ensuring buildings and areas are appropriately secured on completion of cleaning duties and before departure.
- Paying particular attention to the security of Administration areas, including the Principal's Office and Finance Offices.
- Promptly reporting defective or inoperable building equipment.
- Reporting plumbing leaks, defective lights, unsecured doors or gates, damage, hazards or other unusual circumstances.
- Reporting matters that may affect the safety, security, maintenance or effective operation of the School to the Facility Manager.
- Immediately reporting any significant safety, security or maintenance concern.



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Work Health and Safety

The Cleaner is expected to:

- Follow all School work health and safety policies and procedures.
- Use cleaning chemicals, equipment and personal protective equipment safely and in accordance with instructions.
- Follow appropriate chemical handling, storage and dilution procedures.
- Display warning signage when cleaning creates a slip or other temporary hazard.
- Identify and report hazards, incidents, damage and maintenance concerns.
- Use safe manual handling techniques.
- Take reasonable care for their own health and safety and that of students, staff, visitors and other employees.

Standards of Conduct

As a member of staff working within a school environment, the Cleaner is expected to:

- Be reliable and punctual.
- Maintain a consistently high standard of cleaning.
- Work efficiently both independently and as part of a team.
- Treat students, staff, colleagues and visitors respectfully.
- Maintain appropriate professional boundaries when working around students.
- Respect privacy and confidentiality.
- Exercise care around School property and equipment.

POSITION REQUIREMENTS

Follow reasonable directions from the Principal or Principal's delegate Comply with applicable School policies, procedures and child-safety requirements.

The successful Cleaner will demonstrate:

- A strong work ethic and reliable attendance.
- Good attention to detail.
- Pride in maintaining clean and well-presented facilities.
- Ability to work independently without continuous supervision.
- Ability to work cooperatively within a cleaning team.
- Ability to follow a cleaning schedule and complete allocated duties within required timeframes.
- Ability to safely perform the physical requirements of the role.
- Good communication skills and willingness to report problems promptly.
- Previous commercial, school or institutional cleaning experience is desirable but not essential.

GENERAL REQUIREMENTS

The School strives for excellent standards in all areas and each staff member is required to:

- Understand and support the Mission, Vision and Ethos of AngliSchools and Esperance Anglican Community School.
- Maintain professional confidentiality concerning student and/or staff information.



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- Work cooperatively with all staff members and fully support the Principal, Executive Team and activities of the school.
- Serve as a good ambassador of the School.
- Be aware of and comply with the School's Code of Conduct and other policies and procedures relevant to the role.
- Apply Work Health and Safety requirements in the workplace.
- Ensure all staff, students, parents and external stakeholders are provided with a quality service in a professional, efficient, and friendly manner.
- Strive to implement productivity, quality, and service improvements on a continual basis.
- Attend and contribute to meetings of whole staff and smaller groups when required.
- Be proactive in sourcing and engaging in on-going personal professional development in line with the School's professional development policy and budgets.
- Be actively involved in the School's Staff Appraisal Program.
- Openly, honestly and appropriately discuss work issues within the school context, while ensuring strict professional confidentiality when mixing with the general community.
- Undertake other duties as required and directed by the Principal or Principal's delegate.

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

CLEANER

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date