



KINROSS WOLAROI
— SCHOOL —

Cleaner

Candidate Information Pack

May 2022



POSITION DESCRIPTION

Cleaner

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular programme. We are a non-selective school with over 1100 students (including around 350 boarders), located in the NSW central tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

Support for the culture of an Independent Uniting Church School is an essential prerequisite.



POSITION DESCRIPTION

General cleaners are responsible for maintaining the optimal cleanliness of the School's buildings by performing various cleaning duties.

The Cleaner can expect to liaise with:

- The Business Manager
- The Cleaning Supervisor
- The School Facilities Manager
- School Staff

Duties related to the position include, but are not limited to the following:

Key Word	Duties
General Cleaning	<ul style="list-style-type: none">• Cleaning and maintenance of floors, including the sweeping, mopping and vacuuming of vinyl and carpeted areas. Other floor work may be required such as waxing and polishing.• Cleaning of staff and student amenities to include disinfecting toilets, sinks, countertops, mirrors and floors.• Emptying wastebaskets and recyclables on a daily basis and dispose of rubbish in designated areas.• Clean Boarding House kitchens, bedrooms, and common room areas including disinfecting sinks, countertops, tables and chairs.• Make beds and change sheets as required• Dust furniture and fixtures• Clean windows as required
WHS	<ul style="list-style-type: none">• Ensure that all cleaning supplies are stored in accordance with the School's policies and procedures
General	<ul style="list-style-type: none">• Replenishing supplies as needed.• Other duties as directed by the Cleaning Supervisor that are consistent with the skills, experience and training of the incumbent.



PROFESSIONAL REVIEW

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

REPORTING

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be responsive to the directions of the Facilities Manager and the Cleaning Supervisor (the Supervisors).

SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.
- Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Act as a member of a team, developing and supporting the philosophy and ethos of the team.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Working with Children Clearance

The *New South Wales Child Protection (Working with Children) Act 2012 No 51* applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure that this clearance is maintained and updated as required whilst ever employed at KWS.

COVID-19 Vaccination

It is an expectation for employment at the School that all staff have either received two doses of a COVID-19 vaccine or been issued with a medical contraindication certificate. This expectation is in line with *Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2022*.



Workplace Health & Safety

- Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

Essential Personal Qualities

- Willingness to support the Mission and Values of KWS.
- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- Demonstrated strong customer relations skills, user focus and genuine desire to assist.
- Ability to remain calm under pressure.
- Demonstrate a high degree of discretion, initiative and personal organisation.

Essential Professional Criteria

- Driving Licence
- Working With Children Check
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the role. While performing the duties of the role, the employee is regularly required to stand and walk, climb, bend forward, kneel, crouch, crawl, reach and grasp, push and pull, wear a hip/backpack vacuum and lift and/or move up to 15kg. These actions are repetitive and frequent
- Formal qualifications are not required, although demonstrated proficiency in undertaking the range of tasks outlined above along with the physical capacity to undertake the duties is required.
- The ability to communicate effectively with supervisors, students and external customer groups
- Have a commitment to a harassment-free workplace and support of colleagues
- Be organised regarding day-to-day routine and detail
- Be punctual and reliable in relation to duty days and times
- Be of good health and physical fitness and able to maintain output in a physical environment



Appointment Conditions

Employment will be offered on the basis of a full-time, part-time or casual engagement. The full time hours of work are 5:00AM to 1:06PM Monday to Friday.

Employment will be offered subject to a period of probation, defined as six months in accordance with the Fair Work Act 2009 (Cth).

The terms of employment are governed by the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 (MEA) as it applies from time to time, or any industrial instrument that replaces the MEA. The position is classified at Level 2 General Operational Staff of the MEA. The total salary component in 2021 is \$45,922 plus superannuation at the SGC rate.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



Application

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on mbennett@kws.nsw.edu.au

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to mbennett@kws.nsw.edu.au

or addressed to

Madeleine Bennett
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.