



Maleny State High School

Bunya Street (P.O. Box 601) Maleny Qld 4552
Telephone: (07) 5499 8111 **Fax:** (07) 5499 8100
Email: info@malenyshs.eq.edu.au

Principal: Ms Deborah Stewart
Deputy Principal: Mr David O'Shea
Deputy Principal: Mr Ian Fitton
Deputy Principal: Mr Glenn McIntosh
Business Services Manager: Mrs Carol Hart

EXPRESSION OF INTEREST - Temporary Cleaning Position

Applications are invited for the position of a school cleaner (temporary) for 22.25 hours per week + ADO for the period 18/4/2017 – 13/10/2017. The successful applicant will be required to work:

Tuesday 7.25 hrs (Split Shift – Morning and Afternoon)
Wednesday 7.5 hrs (Split Shift – Morning and Afternoon)
Thursday 7.5 hrs (Split Shift – Morning and Afternoon)

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Cleaning windows, pictures, doorknobs, taps, sinks, drinking fountains, lavatory basins, glassware, glass doors and cupboards.
- Cleaning and sanitising toilet facilities and sick bays.
- Cleaning and maintaining equipment.
- Cobweb and mildew control, utilising extendable equipment as necessary.
- Cleaning of concrete; bitumen; asphalt and paved surfaces.
- Disposal of rubbish and litter control including removal of material from drains and gutters between and/or surrounding buildings.
- Dusting, including student and office furniture, equipment and fans.
- Hosing
- Removal of graffiti.
- Sweeping and vacuuming.
- Vinyl/timber floor maintenance including buffing.
- Other appropriate cleaning duties as directed by the Principal/Business Services Manager.

Security

- Activating and disarming school security systems as required.
- Locking and unlocking buildings.

The Child Protection Reform Amendment Act 2014 requires the preferred applicant/s to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/

- Confirmation of employment is conditional upon the preferred applicant/s being issued with a Blue Card. See school office for form (cost to applicant is approx \$80) .
- A criminal history check may be initiated for the successful applicant by the Queensland Police Service.

Great state. Great opportunity.



- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.

How you will be assessed

Within the context of the responsibilities described, the ideal applicant will be someone who has the following key capabilities:

ROLE OF THE CLEANER

- Contribute to the efficient and effective operation and environment of the school by providing a high level of cleaning support.
- Ensure that a high standard of hygiene and cleanliness is maintained.
- Ensure that the duties prescribed for the position are completed to an acceptable standard as determined by their supervisor, in accordance with the approved school cleaning program.

SELECTION CRITERIA

Your application for this position should take into consideration the selection criteria listed below and responsibilities on Page 1.

The key indicators and actions for each criteria, as determined by the panel, will be used to assess your merit and suitability for the role.

SC1 - Ability to carry out cleaning duties with limited supervision and cooperatively participate as a team member when required.

SC2 Ability to use and maintain or learn quickly to use and maintain, cleaning equipment, materials and chemical supplies.

SC3- Ability to apply Workplace Health and Safety standards, especially in the use and application of cleaning equipment and materials.

SC4-Awareness of the need for security in relation to rooms and buildings, personal property and equipment.

Please submit a resume specifically addressing each of the Selection Criteria above and responsibilities. Please provide 2 referees and their contact details.

Applications to be emailed to chart55@eq.edu.au by 21st March at 9am.

Please contact Carol Hart – 54998104 if you have any queries.