



BROUGHTON  
ANGLICAN COLLEGE

Employment

# POSITION PROFILE

**Leading Hand - Cleaner**  
*Permanent Full-time Position*



*Life through Christ.*

*Connect. Create. Celebrate.*



## **LEADING HAND - CLEANER** Permanent Full-time Position

Broughton Anglican College is the leading Pre Kinder to Year 12 Independent School in the Macarthur region and provides exceptional educational opportunities to more than 1,000 students. Staff enjoy an innovative teaching environment with supportive peers, students, parents and carers.

Applications are invited for a permanent full-time position as Leading Hand – Cleaner. The Leading Hand – Cleaner will lead our Cleaning Team, working a split shift between the hours of 5.00 am – 8.30 am and 2.30 pm to 6.00 pm.

The Leading Hand – Cleaner will work during school terms and school holidays. They are entitled to four weeks' annual leave, which is to be taken in the December / January vacation period.

The successful candidate will be required to provide evidence that they are an active member of a Bible-based church.

As the College is a child safe organisation, the successful candidate will be required to provide their current NSW Working With Children Check number and date of birth so that the College can verify that the candidate is permitted to teach in NSW schools.

The successful candidates will be required to provide a COVID-19 digital certificate.

At least two (2) years of commercial cleaning experience is preferred.

## Core Values

- A committed Christian who will provide opportunities for students to develop an understanding of the Christian faith and respond to the Gospel of Jesus Christ in adhering to the Christian stance and ethos of the College.
- An active member of a Bible-based church.
- An outstanding educator with a passion for and understanding of, working with children and adolescents.
- Demonstrates the integration of an authentic Christian faith with learning and teaching, to help students develop an understanding of the Gospel, whilst adhering to the Christian ethos of the College

## Core Responsibilities

The Leading Hand – Cleaner should:

- have attention to detail, be time efficient and take pride in their work
- have excellent communication and organisational skills
- have strong interpersonal and problem-solving abilities
- be highly responsible and reliable
- have the ability to work cohesively as part of a team
- actively support the College's Christian Mission, Strategic Plan and Vision Statement
- engage professionally with colleagues, parents and carers and the community
- uphold the College's expectations, code of conduct and protocols
- conduct themselves in a manner in keeping with the College ethos at all times
- have the ability to lead with the Cleaning Team to ensure that the College provides clean and tidy environments
- have the knowledge, and awareness of, matters relating to Work Health and Safety Legislation and its implementation.

## The Role

The Leading-Hand Cleaner is required to:

- be responsible for ensuring the cleanliness of their designated area and for maintaining high and consistent standards
- adhere to existing working practices, methods and procedures
- work as part of a team and support other members of the Cleaning Team to meet standards and school objectives
- wash floors, surfaces, fixtures and fittings and walls up to a specified height
- clean inside windows up to a specified height
- sweep and vacuum floors

- dust and /or wipe surfaces and furniture
- empty bins and remove rubbish
- clean toilets if required
- use cleaning materials as appropriate and according to their instructions for use
- report any damages to school property
- use power cleaning equipment as directed
- undertake relevant non-routine cleaning if required
- undertake any relevant training as required
- comply with the requirements of the health and safety at work regulations
- supervise the College cleaning staff
- develop cleaning staff rosters in consultation with the Property Manager
- liaise with the Property Manager regarding current tasks and assist in the planning of future tasks
- ensure all assigned duties are carried out and that resources are efficiently utilised
- ensure that the College' policies and procedures are adhered to by cleaning staff
- act as a communication conduit between management and staff
- maintain and control use of stock, equipment and consumables
- request purchase of consumables, equipment and materials
- actively promote Health and Safety, and report any breach directly to the Property Manager
- ensure that all staff wear and use all appropriate PPE
- perform additional duties as needed.

## **Work Health and Safety (WHS)**

The Leading Hand – Cleaner will:

- take responsibility to report any concerns relating to the Work, Health and Safety of staff or students to their supervisor and the Chair of the WHS Committee
- have an awareness of matters relating to Work Health and Safety Legislation and its implementation
- undertake appropriate training to ensure safe work practices as required by the College
- take reasonable care for the health and safety of staff and students with whom they work
- cooperate with the College as necessary to ensure the College maintains a safe workplace
- notify the College of any matters of concern to ensure that it maintains a safe workplace.

## Details of Employment

- This is a permanent full-time salaried position.
- The conditions are those outlined in the Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017.
- The hours of work may be renegotiated on appointment.
- The cleaner will have four (4) weeks Annual Leave per year taken at a time negotiated with the College.
- The Leading Hand - Cleaner is responsible to the Headmaster, through the Property Manager.
- The Leading Hand – Cleaner will be subject to an annual Professional Performance Review.