

Role Description

Cleaner

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

15242

Content Manager No.

14/413957

Work Unit

Mackay North State School
Central Queensland Region
Early Childhood and State Schools Division

Location

North Mackay

Classification

OO2 General Employees (Qld Government Departments) and Other Employees Award – State 2015
38 hour week

Job Type

Permanent Part-time (0.32FTE)

Salary Range

\$58,015 - \$62,729 per annum

3% Increase on base salary as 1 September 2024
Salary is reflective of full-time employment (1.0FTE)
Plus superannuation contributions of up to 12.75% of your annual salary.

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Cleaner, you will:

- Contribute to the efficient and effective operation and environment of the site by providing a high level of cleaning support.
- 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.

The Cleaner reports to the school Principal or nominated delegate. In a non-school location the cleaner reports directly to the Site Manager.

Your role

Responsibilities include:

- 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, stripping and polishing.
- Other appropriate cleaning duties as directed by the Principal/Business Manager.

Security

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

Liaison

- Liaise with Principal/Business Manager concerning purchase and/or replacement of cleaning materials.
- Reporting security, safety, damage concerns to the Principal/Business Manager or Schools Officer (Facilities and/or Grounds).
- Referring members of the public to relevant school personnel as required.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.