

STAINES MEMORIAL COLLEGE - Position Description

ITEM:	PROPERTY CLEANING		
LAST UPDATED:	1 st November 2019	PAGES:	3
REVIEW DATE	1 st June 2020		

1. **POSITION TITLE:** Property Cleaning
2. **SECTION/SCHOOL:** Support Services Team
3. **MAIN PURPOSE OF THE JOB:** ensure the College facilities are safe, presentable and efficiently working

All staff at Staines Memorial College are to actively work towards the fulfilment of:

⇒ the Mission Statement *“to provide Christ-centred schooling in an atmosphere of love, respect, peace and discipline, which will encourage students to achieve their full potential for God”*.

⇒ and Vision Statement *“Transforming Lives”*

“Support” means to *carry all or part of the weight and further a cause*. “Service” means *the act of helping or doing work for another or for a community and provision or supplying of a public need*.

Support Services exist to maintain and develop the equipment, grounds and facilities to achieve the mission of the College. In every activity, excellence is to be strived for and practised with humility and dedication. We serve our Lord and Saviour in all tasks and our efforts must exemplify his goodness and grace.

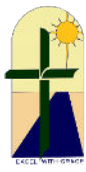
4. **POSITION IN THE COLLEGE**

- (A) **DIRECTLY RESPONSIBLE TO:** 2IC Property
- (B) **DIRECTLY RESPONSIBLE FOR:** no other staff member

The Property Team is one of four Support Teams in the college. Other support teams are Administration, Bus and IT.

5. **KEY RESPONSIBILITIES:**

Responsibilities articulated in the College [“Enterprise Agreement”](#) and [“Code of Conduct”](#), apply to all staff.



All staff are to ensure conformance to CCM Ltd values and policies in relation to workplace health and safety, striving towards zero harm. (NB CCM Ltd is the parent company of Staines Memorial College). This will involve:

- Promoting within your sphere of influence the importance of health and safety in the workplace
- Being vigilant and alert to potential and actual safety risks and hazards in the workplace and taking appropriate actions
- Embracing an active reporting culture of hazards, incidents and near misses
- Fostering a positive safety culture through being vigilant for the safety of yourself and others and not hesitating to intervene to prevent an unsafe act or condition
- Wearing Personal Protective Equipment (PPE) where required
- Understanding and following approved safety related policies and procedures.

All Staff need to be familiar and act consistent with the “[Behaviour Responsibilities Agreement](#)” which summarizes student, parent and staff responsibilities. (NB This contract is signed by families at enrolment.)

Key responsibilities for this Position Description include but are not limited to the following:

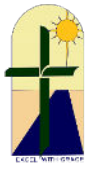
- Maintain a clean and safe learning and working environment for students and staff.
- Duties include sweeping, mopping, vacuuming, dusting, cleaning desks, removing rubbish.
- You may be asked to perform window cleaning and external cleaning of areas.
- Cleaning kitchens and kitchenettes, wet areas and filling supplies.
- Toilet cleaning and replenishing consumables.
- Locking all windows, doors, turning off lights and air conditioners.
- Reporting any issues or damage to the leading cleaner, or Facilities Manager.
- Support the full range of college activities, as able and appropriate.
- Additional duties as directed.

6. ESSENTIAL QUALIFICATIONS:

Consistent with the Biblical basis of the College and with God’s enabling, live as God’s servant, bringing His Kingdom to earth. *Matt 6:9-14, Matt 22:37-39, Matt 28:18-20*

Property Cleaning persons need to be:

- A person of Christian faith and integrity.
- Committed to the College Ethos, Mission, Vision and Policies and Procedures of Staines as they relate to the scope of their position.



- Hold or be eligible for a Positive Notice Blue Card for Child Related Employment
- Patient in dealing with staff and students of differing abilities and personalities.
- Ability to carry out manual handling tasks, some general maintenance and compliance of WHS procedures.
- Have good communication skills, follow directions, be team orientated and work well cooperatively (including a commitment to non-gossiping communicative practices).
- Act consistently within the framework of the Staines Policies and Procedures, as they relate to the scope of their position.
- Physically fit to complete the cleaning work outlined in the position description. Must pass a physical assessment organised through Staines Memorial College.
- People who take care of their own health, while at work.

Property Maintenance personnel need to also be familiar with the “Behaviour Responsibilities Agreement” which summarizes student, parent and staff responsibilities. This contract is signed by families at enrolment.

7. DESIRABLE QUALIFICATIONS / SKILLS:

- Similar related experience.
- Well organised.
- Self-motivated.
- Ability to identify, provide solutions or report problems, incidents or hazards.
- Hold a current Senior First Aid certificate.
- Hold a driver’s license.