

Cleaner

St Patrick's Primary School, Walcha

Position Description

[Click here to apply.](#) Applications close 6 December 2021.

Position level	NSW and ACT Catholic Systemic Schools EA 2020
Stream	General Employee - School Operational Services
Hourly Rate of Pay	\$24.57 gross per hour
Reports to	Principal
Location	St Patrick's Primary School, Walcha
Employment type	Part-time 32 hours per fortnight
Employment status	Permanent

About St Patrick's Walcha

The primary purpose of St Patrick's Primary School is to support the members of the parish community in providing a faith formation for their children. The school fosters a commitment to the individual person and provides opportunities for academic, cultural and sporting achievement. St Patrick's offers students a quality Catholic education based on the teaching of the Church and within the context of a strong faith community.

St Patrick's is proud of its history and achievements. St Patrick's was founded by the Mercy Sisters in 1911. The sisters educated students for 64 years before handing the school to the Armidale Diocese at the end of 1975. 1976 saw Mr Maxwell McGinty appointed as the first lay Principal at St Patrick's.

The school crest and motto "Growing in Wisdom and Faith" was adopted in 1980. It was selected from the entries received by the School Board. The motto continues to be an important focus for our students. It forms part of our school prayer which is prayed at the beginning of every day. The school's mission is to provide an inclusive Catholic environment where the Gospel values of Wisdom and Faith can grow and be nourished. Our aim is to develop individuals to their full potential and instil in each person a sense of responsibility, self-discipline and respect for the needs of others and for the environment in which we live.

Walcha (pronounced 'Wolka') is a small rural service town located on the eastern slopes of the Great Dividing Range. The dominant agriculture of the area includes sheep, wool and cattle, timber and timber-processing. Its location on the route from Port Macquarie to Tamworth and Armidale has ensured its continued importance as a stopping point for transport and travellers.

Walcha is located 410 km north of Sydney via the Pacific Highway and Thunderbolt Way. It is 90 km east of Tamworth via the Oxley Highway and 1067 m above sea-level.

The first settler in the New England area was Hamilton Sempill who took up the 'Wolka' run in 1832. It is not known why he named the property "Wolka" but the word is thought to mean "sun" in the language of the local Nganyaywana and Dyangadi people.

For further information on the school, please visit <https://stpatrickswalcha.catholic.edu.au/>

Position Purpose

The Cleaner is responsible for the efficient and effective operation and environment of the St Patrick's site by providing a high level of cleaning and ensuring that the duties prescribed for the position are completed to an acceptable standard.

Commencement

The commencement date for this position will be negotiated with the successful applicant. Ideally this would be no later than 28 January 2022.

Key Responsibilities

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

- Maintain and clean St Patrick's Primary School, ensuring that a high standard of hygiene and cleanliness is maintained, including
 - Empty bins in all rooms
 - Tidy and dust all rooms
 - Vacuum carpets
 - Sweeping hard surfaces
 - Clean toilets and hand basins
 - Wash floors in toilets and wet areas of classrooms
 - Check & refill toilet rolls, paper towels and soap dispensers
 - Clean glass surfaces
 - Wipe student/staff desks and tables
 - School holiday cleaning program including cleaning windows and external areas
- Use appropriate equipment and/or chemicals

- Reporting any damage or maintenance requirements to the Principal
- Maintain the cleaner's room and trolley in a safe, clean & tidy condition
- Maintain machines, equipment and materials relevant to the position
- Ensure that Material Safety Data Sheets are adhered to and available for all chemicals
- Maintain security in relation to rooms and building, property and equipment
- Identify hazards and/or faults
- Attend to any other matters appropriate for the position and consistent with the skills of the incumbent

These duties must be provided

- With proper diligence and care
- With minimum disturbance to any school personnel, students and other persons
- Without moving, removing or re-arranging files and/or documents

St Patrick's Walcha reserves the right to alter roles and responsibilities and requirements as required.

Selection criteria

General expectations of staff at St Patrick's Walcha

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times
- Employment is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance

Essential criteria

- Cleaning experience and be capable of carrying out the physical aspects of the position
- Knowledge of cleaning techniques and materials used
- Ability to work unsupervised, take the initiative and work to a deadline
- Excellent organisation skills
- Reliable and able to adapt to changed work programs at short notice

- The ability to apply Workplace Health and Safety standards, especially in the use and application of cleaning equipment and materials, including safe use of and storage of chemicals

Desirable criteria

- Previous school cleaning experience

Application

For questions regarding the professional nature of this position, please contact Mrs Belinda Burton, Principal on 02 6777 2328 or via email bburton@arm.catholic.edu.au

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Complete the relevant online application form by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.