



# Caravonica State School

PO BOX 198 Smithfield 4878.

Phone: 4037 4333

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🌐 [www.caravonicass.eq.edu.au](http://www.caravonicass.eq.edu.au)

## Application Package – 10 hours per week

Thank you for expressing interest in the cleaning position recently advertised by Caravonica State School. The successful applicant will be engaged on a permanent part-time basis at 10 hours per week. Following is information on this position.

### Place of engagement

The successful applicant will be required to work as a permanent part-time cleaner at Caravonica State School, Lot 3 Kamerunga Road, Caravonica.

### Hours of Duty

The successful applicant will be engaged at 2 hours per day (10 hours per week) Monday to Friday. The start and finish times will vary and will be between 3.00pm and 6.00pm.

### Shift arrangement

The shift arrangements are single.

### Wage rate

The wage rate will be paid in accordance to the Department of Education Cleaners' Certified Agreement 2018. The wage rate will be higher if any of the successful applicants are an existing employee on another pay point level.

### ADO arrangements

The accumulation of ADO time is a requirement of this position. ADO arrangements will be discussed and negotiated with the successful applicant.

### Leave arrangements

The successful applicant will accrue recreation leave at the rate of up to 20 days per annum and sick leave at the rate of up to 10 days per annum (cumulative) from the date of appointment.

### Conditions

The Working with Children (Risk Management and Screening) Act 2000 requires the successful applicant to be subject to a "working with children check" as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Public Safety Business Agency at the following internet address: <http://www.bluecard.qld.gov.au/>

Furthermore, the successful applicant will be required to undergo a criminal history check and will be subject to a probation period of three months.

### Applications

Applicants are to outline their experiences/knowledge against each point under 'How you will be assessed' in the role description.

Please ensure you include your current resume with your application.

### Return address for applications

Via email: [admin@caravonicass.eq.edu.au](mailto:admin@caravonicass.eq.edu.au)

Via post: Business Manager, PO Box 198, Smithfield Qld 4878

### Closing date

Close of business 9.00am Monday 16<sup>th</sup> September 2019.

### Enquiries

Phone: 4037 4333

Email: [admin@caravonicass.eq.edu.au](mailto:admin@caravonicass.eq.edu.au)



# Role Description

## Cleaner

Job Ad Reference	<b>N/A</b>
Job Evaluation No.	<b>15242</b>
TRIM No.	<b>14/413957</b>
Work Unit	<b>State Schools/State High Schools or Other Educational Institution State Schools Division</b>
Location	<b>Various locations throughout the State</b>
Classification	<b>OO2 General Employees (Qld Government Departments) and Other Employees Award – State 2015</b>
Job Type	<b>Permanent / Part-time</b>
Salary Range	<b>\$25.8947 per hour</b> <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>
Contact Officer	<b>Raelene Bruce</b>
Contact Telephone	<b>07 40374333</b>
Closing Date	<b>9:00am Monday 16<sup>th</sup> September 2019</b>

## Your employer

*The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:*

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.
- Corporate Services Division consists of Information and Technologies Branch, Human Resources Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.

State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

## Your opportunity

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- 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

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- As the Cleaner you will have responsibility for the following:
- 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 Services Manager.

## Security

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

## Liaison

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

## How you will be assessed

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

### 1. Supports strategic direction

Ability to understand the work environment by, learning quickly to use and maintain, cleaning equipment, materials and chemical supplies

### 2. Achieves results

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

### 3. Supports productive working relationships

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

### 4. Displays personal drive and integrity

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

### 5. Communicates with influence

Demonstrated interpersonal and communication skills including the ability to work with all members of the school community both individually and as a member of a team.

## Additional information

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- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant 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/](http://www.bluecard.qld.gov.au/)
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit [www.psc.qld.gov.au](http://www.psc.qld.gov.au)
- Additional information is available online at: [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)