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| Marian College Ararat |  |
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**Cleaner**

| **Location : Marian College Ararat** |
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| **Classification : School Services Officer Level 1** |
| **Reports to : Principal, Business Manager** |

| **STATEMENT OF DUTIES** | |
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| **Commitment to  Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies and procedures. |
| **Cleaner** | The Cleaner works as part of a team to ensure the school is properly cleaned.  Duties include:     * **Daily**:   + Vacuuming   + Emptying bins   + Cleaning toilets   + Mopping   + Dusting   + Checking heaters and air conditioners are turned off   + Doors, windows and gates are locked   + Lights are turned off   + Other cleaning duties as required      * **Weekly**:   + Cleaning computer screens   + Cleaning glass   + Sweeping   + Other cleaning duties as required      * **Term Breaks**:   Cleaning of   * + - Desks   + - walls   + - whiteboards   + - chairs   + - lockers   + - windows   + - other cleaning duties as required |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Be a suitable person to engage in child-connected work * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety * Assist in the provision of a child-safe environment for students * Demonstrate duty of care to students in relation to their physical and mental wellbeing |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal * Demonstrate professional and collegiate relationships with colleagues * Other duties as directed by the Principal |
| **Skills/Attributes** | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Capacity to work to tight timelines * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Proven time-management skills * Self-motivation |