

JOB DESCRIPTION

Position: Cleaning/Operational Staff (Casual)

Appointed by: The Principal

Report Directly to: The Operations Manager

Commencing: As soon as possible

Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The TIGS Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning within a Christian environment that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

Position Overview:

The role of our Cleaning and Operational Staff is to maintain and clean the buildings, grounds and common areas of the campus, and to assist in upholding the highest possible standard of appearance and hygiene throughout the entirety of the School. Successful applicants will also assist the Property Team to maintain a high standard of general maintenance throughout the campus.

Key Accountabilities:

- Carry out all tasks in a manner that ensures the safety of yourself, your colleagues, students and the general public.
- Assist to enhance and maintain the visual image of the School through:
 - Systematic general cleaning of all classrooms, offices, staircases, canteens, kitchens, common areas, toilets and bathrooms within the School, as instructed
 - Cleaning the externals of buildings, external glazing, external furniture, pathways and retaining walls throughout the campus
 - Cleaning of furniture (both hard and soft) as instructed by the Cleaning Supervisor
 - Other general cleaning and operational tasks, as instructed by the Cleaning Supervisor.
- Maintain a high level of cleanliness, hygiene and visual aesthetic of:

- Toilets and bathrooms
- Kitchenettes and staffrooms
- School canteen.
- Safely manage the dilution and use of chemicals as part of executing your tasks, always adhering to safe work methodologies and safe chemical handling.
- Manage powered and non-powered equipment required to carry out all tasks, and maintain to a high standard of safe operation.
- Assist with large events throughout the school as they occur (e.g. Open Day), to actively support the Property & Events team.
- Assist with other operational tasks as directed by the Cleaning Supervisor or Operations Manager.

Essential Requirements:

- NSW Working With Children Check clearance
- High level of confidentiality and personal responsibility of the sensitive nature of the working environment and other colleagues belongings
- Good understanding of WHS concepts including manual handling, sharps handling and hazardous material handling, chemical usage, dilution and handling
- Willingness to adhere to conditions of work including the use of personal protective equipment where required
- Sound level of understanding and experience in general cleaning techniques and methods, and a willingness to learn and improve those techniques through training and instruction
- Extensive experience in use of general cleaning equipment including, but not limited to:
 - Vacuums, extractors and scrubbers
 - Buffers and polishers
 - Mops, both wet and dry
 - Glass cleaning tools
 - General wet and dry cleaning materials
 - Backpack blowing machines.
- Neat and tidy presentation, and willingness to wear supplied uniform
- Ability to undertake self-directed work, and report issues to the Cleaning Supervisor
- Excellent time management skills
- A flexible and 'can do' attitude
- Minimum current Class C Drivers Licence (optional)
- Good understanding of waste management and hygiene principals, and a willingness to adapt to evolving techniques and procedures as they arise
- Good communication skills and ability to follow instructions.

Preferred Requirements:

- Previous experience working in a similar role within a school, office or medical environment
- WHS White Card - Construction Induction
- Working at heights and EWP accreditation.

Working Conditions:

The positions of cleaning and general operational staff are being offered by The Illawarra Grammar School as casual positions.

Employment will be subject to the provisions of the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 or any industrial agreement that replaces that award.

The position offers market comparability; however, remuneration will take account of the skills and experience of the successful applicant. This position will necessitate some out-of-hours work on weekends and evenings as required.

Dr Julie Greenhalgh

Principal

June 2024