



**Mansfield
State
High
School**

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Broadwater Road
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Application Package

Thank you for expressing interest in the cleaning position recently advertised by Mansfield State High School. The successful applicant will be engaged on a permanent basis at 20 per week. Following is information on this position.

Place of engagement

The successful applicant(s) will be required to work as a permanent cleaner at Mansfield State High School

Hours of Duty

The successful applicant(s) will be engaged at 4 hours per day 20 hours per week).

Shift arrangement

The start and finish times will vary and will be between 5 am and 6 pm. The shift is a single shift.

Wage rate

The wage rate will be \$23.6974 per hour. The wage rate will be higher if any of the successful applicants are an existing employee on another pay point level.

Leave arrangements

The successful applicants will accrue recreation leave at the rate of 20 days per annum and sick leave at the rate of 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 may be subject to a probation period of up to a maximum of three months. In determining the probation period to be applied, prior service with the Department may be taken into account.

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.

Contact details:

Sandy Ebert
Business Manager
Phone: 34525333
Fax: 34525300
Email: seber7@eq.edu.au

Return address for applications

Via email: seber7@eq.edu.au

Via post:

Attn: Mrs S Ebert
Business Manager
Mansfield State High School
PO Box 229
Mt Gravatt 4122

Closing date

Close of business on 15th of September 2017

Role Description

Cleaner

Job Ad Reference

Job Evaluation No.	15242	TRIM No.	14/413957
Work Unit	State School/State High School or other education institution Various Regions State Schools Division		
Location	Mansfield State High School		
Classification	OO2 Other Than Public Servants Award - State 2012 20 hour week		
Job Type	Permanent/ Part Time		
Salary Range	Plus superannuation contributions of up to 12.75% of your annual salary.		
Contact Officer	Sandy Ebert		
Contact Telephone	3452 5333		
Closing Date	15 th September 2017		

Your employer

The Department of Education and Training (DET) 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 and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET 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.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training and skilling system to enhance the skills of Queenslanders and optimise employment opportunities through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and the provision of whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, 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 Education and Care 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, and working with stakeholders and service providers to meet government goals, commitments and targets.



**Queensland
Government**

State Schools Division is responsible for ensuring that every day, in every lesson, every student in state schooling is learning and achieving within a safe, supportive, inclusive and disciplined learning environment and supported by strong governance and efficient business operations. State Schools Division provides support for high quality projects and processes to support schools to improve performance.

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.dete.qld.gov.au

Your opportunity

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

You will have responsibility for leading the following activities and delivery of the following key tasks:

- 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

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/
- 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 may be initiated on the successful applicant by the Queensland Police Service.
- 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).

- Creating safe and healthy work environments requires the commitment and active involvement of every person within the department. All schools and workplaces are required by the department to have a Rehabilitation and Return to Work Coordinator at each school/workplace, or for small schools/workplaces, access to a Rehabilitation and Return to Work Coordinator. Organisational Health has provided Functional Jobs Requirement Reports. These reports provide general information on the functional job requirements of certain positions, however, consideration should also be given to the specific expectations and environments of individual schools. School Support Staff (Schools Officer, Cleaner)
- 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
- Additional information is available online at: www.smartjobs.qld.gov.au

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JEMS Approval Date: Dec 2014, updated April 2015 JEMS number: 15242
TRIM: 14/413957
JEMS codes are B=1+b= 33 B=2+ 31 B-1= i= 25 Service/Support Total Score 89 (OO2)