KINROSS WOLAROI SCHOOL

Cleaner

Candidate Information Pack

Closing Date: 26 July 2020

July 2020

About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

Further Information

For more information on the organisation, please visit www.kws.nsw.edu.au. Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link https://vimeo.com/kinrosswolaroischool

The role of Cleaner

The Cleaner is appointed by the Business Manager. As an employee of the School, the Cleaner is expected to be committed to the School Aims and Philosophy. General cleaners are responsible for maintaining the optimal cleanliness of the School's buildings by performing various cleaning duties.

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

Key Word	Duties
General cleaning	• Cleaning and maintenance of floors, including the sweeping, mopping and vacuuming of vinyl and carpeted areas. Other floor work may be required such as waxing and polishing. • Cleaning of staff and student amenities to include disinfecting toilets, sinks, countertops, mirrors and floors. • Emptying wastebaskets and recyclables on a daily basis and dispose of rubbish in designated areas. • Clean Boarding House kitchens, bedrooms, and common room areas including disinfecting sinks, countertops, tables and chairs. • Make beds and change sheets as required • Dust furniture and fixtures • Clean windows as required
WHS	• Ensure that all cleaning supplies are stored in accordance with the School's policies and procedures
General	• Replenishing supplies as needed. • Other duties as directed by the Cleaning Supervisor that are consistent with the skills, experience and training of the incumbent.

Professional Review

This position description as outlined above is intended as a framework for professional review.

Reporting

The Principal holds ultimate administrative responsibly however for practical purposes these responsibilities are delegated to the Business Manager. For day-to-day operational matters the role will be responsive to the directions of the Cleaning Supervisor and Property Manager (your supervisors).

Selection Criteria

General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Attend staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Writing Protocol.

Working with Children (Criminal Record Checking)
The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

Workplace Health & Safety
Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self)

Observe Kinross Wolaroi School WHS Protocol

Identify WHS information and training needs for self

Be involved in WHS projects according to priorities set by consultative processes and management direction

Comply with WHS initiatives as directed and agreed with management and consultative processes

Comply with safe work procedures as instructed by supervisor or manager

Comply with legal and reasonable instructions from employer representatives
Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations

Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition

Ability to remain calm under pressure

Willingness to support the mission and values of KWS

Demonstrate a high degree of discretion, initiative and personal organisation

Essential Criteria

Driving Licence

Working With Children Check

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the role. While performing the duties of the role, the employee is regularly required to stand and walk, climb, bend forward, kneel, crouch, crawl, reach and grasp, push and pull, wear a hip/backpack vacuum and lift and/or move up to 15kg. These actions are repetitive and frequent

Formal qualifications are not required, although demonstrated proficiency in undertaking the range of tasks outlined above along with the physical capacity to undertake the duties is required.

The ability to communicate effectively with supervisors, students and external customer groups

Have a commitment to a harassment-free workplace and support of colleagues

Be organised regarding day-to-day routine and detail

Be punctual and reliable in relation to duty days and times

Be of good health and physical fitness and able to maintain output in a physical environment

Appointment Conditions

Applicants seeking casual employment are encouraged to apply.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

Application

To make a confidential enquiry about the position, please contact Madeleine Thomas, Human Resources Advisor on 02 6392 0484 or mkthomas@kws.nsw.edu.au

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to mkthomas@kws.nsw.edu.au

or addressed to

Ms Madeleine Thomas
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.

The Recruitment Process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised using print and digital media.
- All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
- The initial shortlisting process will be completed within two weeks of the closing date.
- First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
- Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.