



**ST EDMUND'S
COLLEGE**
CANBERRA · EST 1954



**EDMUND RICE EDUCATION
AUSTRALIA**

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Cleaning Supervisor (Ongoing)

Commencing as soon as possible. St Edmund's College is seeking a suitably qualified Cleaning Supervisor. Please see the role description below and information on the College website for details on this role and how to apply for the position.

To be appointed to this position in the ACT, the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. In addition to the documents and information requested, please also provide a statement no longer than two A4 pages addressing the Selection Criteria and Personal Attributes. These are listed in the Role Description.

Contact Ms Rachel Lemon via employment@stedmunds.act.edu.au if you have further questions.

Applications close: Monday 27 June 2022 at 5pm, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@stedmunds.act.edu.au



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Role Description: Cleaning Supervisor

1. GENERAL GENERAL

- 1.1. Under the direction of the Facilities Manager ensure that:
 - 1.1.1. Cleaning is undertaken in accordance with College guidelines;
 - 1.1.2. College venues are setup appropriately for events;
 - 1.1.3. The College building and grounds are securely locked each night.

2. RELATIONSHIPS

- 2.1. Facilities Manager (Supervisor)
- 2.2. Director of Business Services
- 2.3. College staff and students

3. DUTIES

- 3.1. **Cleaning**
 - 3.1.1. Supervise College cleaning function as directed by the Facilities Manager.
 - 3.1.2. Clean designated area of the College in accordance with the cleaning plan developed by the Facilities Manager, ensuring that key performance indicators (KPIs) are met.
 - 3.1.3. Ensure that all cleaning tasks are performed in a safe manner in accordance with risk assessments and College WHS policies and guidelines.
 - 3.1.4. Use chemicals in accordance with Material Safety Data Sheets (MSDS).
- 3.2. **Other**
 - 3.2.1. Ensure that the College buildings and gates are securely locked each night and that all lights and air conditioners/heaters are turned off.
 - 3.2.2. Ensure that College venues at setup appropriately for events as directed by the Facilities Manager.
 - 3.2.3. Report any maintenance issues promptly to the Facilities Manager.
 - 3.2.4. Perform other duties that may be assigned from time to time.

4. SELECTION CRITERIA

- 4.1. Must maintain a current Working with Vulnerable People registration.
- 4.2. Experience cleaning in a commercial cleaning environment.
- 4.3. High levels of attention to detail and the ability to meet KPIs.
- 4.4. Experience supervising cleaning operations.
- 4.5. Strong verbal communication skills, with a focus on providing timely and positive service to College staff.
- 4.6. High levels of self-motivation and the ability to work with limited supervision.

5. PERSONAL ATTRIBUTES

- 5.1. Committed to supporting the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.
- 5.2. Desire to work cooperatively with colleagues and students, both one-on-one and as a member of a team.
- 5.3. Well-organised, reliable, supportive and responsible.
- 5.4. Maintains a level of physical well-being so that a broad range of cleaning tasks and the moving of furniture can be undertaken.
- 5.5. Maintains confidentiality and demonstrates discretion.
- 5.6. Willingness to adapt and be flexible to meet changing priorities and needs.
- 5.7. Demonstrates good interpersonal skills and is a good role model for students.

6. TERMS

- 6.1. Subject to the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2019-2023, and subsequent Agreements.
- 6.2. Part time 3:30pm – 7:30pm on days that students attend the College. Work during pupil free periods will be determined by discussion with the Facilities Manager.
- 6.3. School Operational Services officer Level 4.1