

Role Description

School Cleaning Team Leader

Job Ad Reference				
Job Evaluation No.	15629	TRIM No.	16/62361	
Work Unit	State School/State High School or other education institution			
	State Schools Division			
Location	Various locations throughout the State			
Classification	OO3 Other Than Public Servants Award - State 2012			
	38 hour week			
Job Type	Temporary period until 24 June 2016 unless otherwise determined			
Salary Range	per annum			
	<i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>			
Contact Officer				
Contact Telephone				
Closing Date				

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 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 system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this 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 providing 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.
- Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood sector 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; working with stakeholders and service providers to meet government goals, commitments and targets.



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 be united in their pursuit of excellence.

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 School Cleaning Team Leader you will coordinate the efforts of the team by ensuring adequate materials, appropriate equipment and the necessary training are provided to enable all team members to operate efficiently and effectively.

The School Cleaning Team Leader reports to the Business Services Manager in the school.

Your role

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

- Coordinate the cleaning team activities across the school on a daily basis ensuring cleaning schedules are followed and service standards are met.
- Provide supervision, support, appropriate training and mentoring to cleaners across the school and arrange for replacement cleaners and reallocate cleaners to cover absences.
- Perform periodic stocktakes of cleaning materials and supplies, providing an ordering list to the Business Services Manager (BSM) in order to maintain and manage a satisfactory stock hold program.
- Coordinate and liaise with repairers in the repair, servicing and replacement of any defective and unsafe equipment.
- Coordinate the cleaning team during emergent situations (vandal or weather events).
- Assist temporary and permanent cleaning staff with timesheet and Accumulated Days off (ADO) timetables.
- Documenting minutes of cleaner's meetings and assisting the BSM with actioning outcomes.
- Assist the BSM to develop appropriate work programs and manage cleaning requirements for school functions.
- Coordinate the rotation of cleaners with the arming and disarming of the security system on a daily basis.
- Allocate security codes for contractors, school staff and external hirers and liaise with State Government Security under the supervision of the Business Services Manager.

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

Sound knowledge of the effective use of cleaning agents and equipment used in cleaning procedures and the ability to evaluate cleaning systems and practices.

2. Achieves results

Sound knowledge of cleaning practices and procedures and a demonstrated ability to perform cleaning duties.

3. Supports productive working relationships

Demonstrated ability to coordinate the effective utilisation of resources and provide leadership to work groups.

4. Displays personal drive and integrity

Knowledge of and experience in the safe handling and utilization of cleaning consumables and equipment.

5. Communicates with influence

Well developed interpersonal and communication skills.

Additional information

- **For temporary positions** - The duration of this position will be dependent on work demands and the availability of ongoing funding. Delete if not applicable
- 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 will be initiated on the successful applicant.
- The Department has provided Functional Jobs Requirement Reports, providing general information on the functional job requirements of certain positions. This should be considered in conjunction with the specific expectations and environments of individual schools.
 - [School Support Staff](#)
(Schools Officer, Cleaner)
- 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).
- 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 codes: C=2=c- 58 B+3- 41 B+1=c= 44 Service/Support Total Score 143 (OO3)