



## Rockhampton Girls Grammar School

Est 1892

### ROLE DESCRIPTION

#### CLEANER

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

#### OUR CONTRIBUTION TO SOCIETY

At Rockhampton Girls Grammar School, we have an unwavering dedication to educate and nurture influential young women who contribute passionately and confidently to our diverse and ever-changing society.

#### OUR PURPOSE

Our purpose is to empower and inspire confidence in young women to create and embrace every opportunity.

#### OUR MISSION

Our mission is to foster a connected community that develops clever and confident young women.

#### OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- **Connection** - We foster meaningful relationships that create a strong, supportive community among students, staff, families, and alumni.
- **Integrity** – We uphold the highest standards of honesty, respect, and accountability, ensuring our actions align with our words.
- **Confidence** – We empower our students to believe in their abilities, embrace challenges, and lead with courage in all aspects of life.
- **Curiosity** - We inspire a lifelong love of learning, encouraging our students to ask questions, explore ideas, and seek solutions.
- **Traditions** – We honour the rich heritage of our school, embracing the values and practices that shape our unique identity.

#### OUR MOTTO

Non Scholae Sed Vitae - Not only for school but for life we are learning.

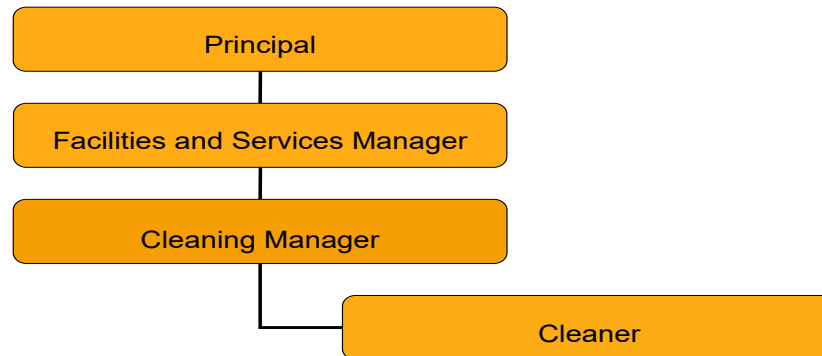
## THE ROLE

Position Title: Cleaner  
Reports to: Cleaning Manager  
Date Prepared: 04 February 2025

## POSITION OBJECTIVE

The Cleaner is responsible for performing a range of cleaning tasks to ensure a clean, hygienic and safe environment for staff and students. This role is hands-on, requiring attention to detail and a positive attitude.

## ROLE ACCOUNTABILITIES



## KEY RESPONSIBILITIES

The Cleaner's core responsibility, under the direction of the Cleaning Manager and the Facilities and Services Manager, is to:

- ensure a clean, hygienic and safe environment for staff and students, including areas such as the classrooms, dormitories, laboratories, offices, and communal areas such as stairs, corridors and landings;
- ensure that high standards of cleanliness are delivered at all times;
- attend training and professional development as directed by the School;
- ensure adherence to workplace health and safety procedures and policies related to the safe use of cleaning chemicals and monitor and report on the safety of equipment to the Facilities and Services Manager or other authorised personnel, when required; and
- be aware of the emergency/fire procedures and be responsible for designated duties in the event of an emergency.

## KEY CHARACTERISTICS

- Previous experience working as a cleaner.
- A proven capacity to work effectively within a team environment.
- Previous experience in, or a sound knowledge of, the cleaning demands and requirements of a boarding school environment or similar educational environment would be a distinct advantage.
- An ability to be flexible and adaptable and to make sound judgments and decisions.
- Excellent organisational and time management skills and a demonstrated capacity to meet cleaning deadlines.
- Well-developed communication and interpersonal skills and an ability to communicate effectively with people at all levels, including adolescents.
- An ability to select suitable methods for completing tasks and plan the order in which they are to be completed so they complement the day-to-day operation of the catering department.

- The ability to work as rostered.
- A willingness to implement and uphold the values of Rockhampton Girls Grammar School.
- Ability to motivate and sustain the motivation of others.
- Emotional resilience and conflict management skills.
- High level of time management and ability to multitask.

### QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

- Appropriate trade qualifications or working experience in cleaning.
- A history of having demonstrated effective time management skills.
- Experience in an educational institution/environment (desirable).

### MANDATORY REQUIREMENTS

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

### WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow compliance with the Workplace Health and Safety Act 2011;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- cooperating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

### ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role and may be subject to change to meet the operating needs of the School. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. You will also be required to perform any other duties that the Cleaning Manager, Facilities and Services Manager or Principal may direct you to perform which could be reasonably considered relevant to the position.

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**ACCEPTANCE**

I, (Print Name) \_\_\_\_\_, accept the offer of employment on the conditions stated above.

*I acknowledge that I have received a copy of the Cleaner Role Description.*

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Cleaner

Rockhampton Girls Grammar School

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Date