



Position Description

Building Services Officer / Cleaner

The School

Hillbrook is a co-educational school of 810 students from Years 7 - 12, established in 1987. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself on its focus on quality teaching and learning and a specialisation in the nurturing of adolescents. We aspire to provide all members of our staff and student body with support in a community environment.

Staff at Hillbrook are encouraged to become involved in the collegial ethos of the school. All applicants would need to be supportive of the core values of Hillbrook.

The School Leadership Team (SLT) comprises the Principal, two Deputy Principals and a Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

Position

Title:	Building Services Officer/ Cleaner
Reporting to:	Facilities Coordinator
Status:	Full-time, 5 days per week
Commencing:	Monday, 1 February 2021
Classification:	Schedule 6A – Miscellaneous Workers, Level 3 (\$26.50 per hour); Qld Anglican Schools Enterprise Agreement
Role:	Responsible for ensuring the School grounds and facilities are well presented and maintained to a high standard. To assist and support the school staff in sanitisation and cleaning tasks.

Key Responsibilities

Grounds Maintenance & School Events

- Ensure the daily sanitisation cleaning schedule (wiping down surfaces, door handles, railings, etc.) is followed on a regular basis, including top-ups and refills of sanitising stations and disinfectants as required.



- Ensure that grounds are kept as tidy as possible by collecting loose items of rubbish from around bins, gardens and pathways.
- Ensure that areas in the school more prone to dust, spoiling from animals & birds and rubbish accumulation are kept clean by sweeping and high pressure hose cleaning when required.
- Work with the school in adopting a conservation minded approach by supporting energy, recycling and water conservation practices.
- Providing assistance to the Facilities Coordinator in setting up equipment and furniture for special school events such as parent information evenings, parent/teacher interviews, P&F activities, Hillbrook in Action, Family Day and sporting carnivals (including marking the school oval for physical recreation activities).

General

- Top-ups and refills of bathroom sanitation products (paper, handsoaps, etc.) as required and refilling and resetting bathroom scent dispensers.
- Routine bench seat cleaning and dust removal from bag racks, window sills and stair rails throughout the school.
- Pressure washing (concrete stain removal, and general holiday period cleans), Floor Scrubbing/Cleaning Machine operation (deck areas & courts) and spill clean-ups as required.
- Chewing gum & blue tac removal from floors and walls, with spot cleaning as required (glass balustrade, windows, tiles, carpets, etc.).
- May include general facility duties as required (i.e. internal deliveries, assistance with exam set up, etc.).
- Kitchen cleaning of surfaces and general tidiness.
- With reasonable notice given; to be available to support events at the school held after hours (the school conducts events after hours and buildings are also hired to third parties).
- Support the school theme “The Broken Windows Principle” – by ensuring that vandalism and graffiti are rectified as a priority.
- Support the school by maintaining an awareness of Workplace Health & Safety and similar regulations, and codes of practice, their implementation and adherence to; including the maintenance of the schools chemicals register.
- School Vehicles: Assist with the presentation and cleaning of school vehicles.



Essential Competencies

- The ability to work accurately, flexibly and efficiently.
- The ability to work productively, even without direct supervision.
- The ability to prioritise where there may be multiple competing tasks.
- The ability to respond to enquiries from the school community in an articulate, pleasant and professional manner.
- Experience with cleaning of facilities.
- Possession of or eligibility for a 'Working with Children' suitability card.
- Possession of or eligibility for a Light/Medium Rigid Licence.

Qualifications and Experience:

Please include any details of appropriate qualifications and experience.

Conditions, entitlements and benefits:

- The position is full time, 38 hours per week – 7:00am to 3:00pm.
- Initial contract period of 12 months with the School to assess the option for a permanent role after 6 months.
- Annual leave accrues at 20 days per annum and includes a summer holiday leave loading.
- Sick leave accrues at 10 days per annum.
- Employer superannuation of 12.75% is available where staff make voluntary contributions of 5%. Employer super is paid in addition to salary.

Application Process:

The closing date for applications is **Monday 4th January 2021**.

In your application, you should include:

- Resume (2 pages maximum) – highlighting experience relevant to the position
- Why you believe that you are qualified for this position
- Why you are interested in this position

All applications should be addressed to the Chief Operations Officer and emailed to positions@hillbrook.qld.edu.au.

Receipt of application will be acknowledged by email.

After the closing date, short-listed applicants will be contacted by the school, in order that an interview can be arranged. Only short-listed applicants will be contacted.