



## Team Leader – Cleaning Department

### About the role:

As a Team Leader - Cleaner, you play a pivotal role in ensuring the cleanliness and hygiene standards are maintained to the highest level within the school. You will play a vital role in leading and motivating your team to perform at their best while upholding the School Code of Conduct, standards and values. You will also assist the maintenance team when required.

### Position Description

<b>Position Title:</b>	Team Leader – Cleaning Department
<b>Responsible to:</b>	Chief Operating Officer
<b>Reports to:</b>	Operations Manager
<b>Key Stakeholders:</b>	All internal and external stakeholders
<b>Overview:</b>	As a Team Leader - Cleaner, you play a pivotal role in ensuring the cleanliness and hygiene standards are maintained to the highest level within the school. You will play a vital role in leading and motivating your team to perform at their best while upholding the schools Code of Conduct, standards, and values. You will also assist the maintenance team when required.
<b>Roles, Responsibilities &amp; Expectations</b>	<p><b>Ethos</b></p> <ul style="list-style-type: none"> <li>Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents and staff.</li> <li>At all times promote the School’s Christian values in a practical and accessible way that promotes our mission to provide excellence in a Christian environment.</li> </ul> <ol style="list-style-type: none"> <li><b>Supervision and Coordination:</b> You will be responsible for leading a team of cleaners, assigning tasks, and ensuring that each member knows their responsibilities. Coordinating staff to cover areas in staff absences. Ensure that all end of term maintenance schedules are factors into the cleaning schedule when and if required.</li> <li><b>Training and Development:</b> Providing training to new team members and ongoing coaching to existing staff is crucial. This includes education on cleaning protocols, safety procedures and the proper induction into the use of equipment and cleaning agents.</li> <li><b>Quality Control:</b> Conduct weekly inspections to ensure that cleaning standards are met or exceeded. Addressing any deficiencies promptly and providing feedback to your team to maintain consistency.</li> <li><b>Reporting:</b> Provide a weekly report to the Operations Manager. Reporting on but not limited to: Staff absences, Staff performances, Stock usage, Staff training</li> <li><b>Inventory Management:</b> Manage the stock control of all chemical and paper goods, ensuring that all orders from staff are filled and delivered on a fortnightly bases to the designated areas. Complete a stock take fortnightly and order stock as required. Ensure that all paperwork is completed to ascertain correct stock control levels.</li> </ol>

	<p><b>6. Documentation:</b> Complete all necessary documentation to ensure the smooth running of the Cleaning Team. Documentation presented to the Operations Manager includes but is not limited to: Minutes to team meetings, completed time sheets, stock and chemical order requirements, purchase orders with invoices attached. Equipment failure reports, all up to date training data. Weekly inspection reports.</p> <p><b>7. Communication:</b> Acting as a liaison between your team and management, relaying any relevant information, concerns, or suggestions for improvement. Additionally, maintaining good communication with other departments or teams that may impact cleaning operations.</p> <p><b>8. Problem Solving:</b> Being able to quickly address any issues that arise during the cleaning process, such as spills, equipment malfunctions, or unexpected situations. Finding solutions efficiently to minimise disruptions and maintain cleanliness standards.</p>
<p><b>Work, Health &amp; Safety:</b></p>	<p><b>In accordance with the Workplace Health &amp; Safety Act 2021, Employees must:</b></p> <ul style="list-style-type: none"> <li>• While at work take reasonable care for their own health and safety.</li> <li>• Take reasonable care for the health and safety of others.</li> <li>• Comply with any reasonable instruction from Calrossy.</li> <li>• Follow defined WH&amp;S policies and procedures of the school.</li> <li>• Ensure that all team members adhere to health and safety protocols, including the proper use of personal protective equipment (PPE) and the safe handling of chemicals.</li> <li>• Provide an induction into all cleaning equipment on a yearly basis</li> </ul>
<p><b>Qualifications/Skills</b></p>	<p><b>Qualifications</b> Hold a current:</p> <ul style="list-style-type: none"> <li>• Working with Children Check;</li> <li>• Drivers Licence;</li> <li>• First Aide Certificate; and</li> <li>• Chemical Handling Certificate.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• <b>Leadership:</b> Ability to lead, motivate and inspire a team to achieve high standards of cleanliness and efficiency.</li> <li>• <b>Communication:</b> Clear communication is essential for delegating tasks, providing feedback, and addressing any issues that arise. Good communicating skills also involve active listening to understand the needs and concerns of team members.</li> <li>• <b>Organisation:</b> Effective organisation skills are crucial for scheduling, coordinating tasks, and managing resources such as cleaning supplies and equipment</li> <li>• <b>Problem-Solving:</b> Quick thinking and the ability to find solutions to unexpected challenges such as equipment malfunctions or staffing issues, are essential in the dynamic environment of cleaning operations.</li> <li>• <b>Attention to Detail:</b> A keen eye for detail is necessary to ensure that cleaning tasks are performed thoroughly and to high standards. This includes identifying areas that require special attention and conducting quality inspections.</li> <li>• <b>Time Management:</b> Efficiently managing time and resources to complete cleaning tasks within deadlines while maintaining quality standards is vital for success in this role.</li> <li>• <b>Technical Skills:</b> Familiarity with cleaning techniques, equipment and chemicals is important for effectively training team members and ensuring that cleaning tasks are performed safely and efficiently.</li> <li>• <b>Adaptability:</b> Flexibility and the ability to adapt to changing priorities, schedules or environments are important traits, especially in settings with varying cleaning needs or unexpected situations.</li> <li>• <b>Teamwork:</b> Collaboration and cooperation with team members, as well as other departments or stakeholders, contribute to a positive work environment and the overall success of cleaning operations.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Health and Safety Knowledge:</b> Understanding of health and safety regulations, as well as proper procedures for handling cleaning chemicals and equipment, is essential to ensure the well-being of both team members and the school community.</li> <li>• <b>Empathy:</b> Being empathetic towards team members' concerns and needs fosters a supportive work environment and promotes employee morale and engagement.</li> </ul>
<b>Selection Criteria</b>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <ul style="list-style-type: none"> <li>• Experience in the Cleaning Industry</li> <li>• Proven Leadership skills</li> <li>• Proven organisational and problem-solving skills.</li> <li>• Proven ability to adapt in varying situations.</li> </ul>
<b>Conditions of employment</b>	<p><b>Award:</b> <i>Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021</i></p> <p><b>Work Type:</b> Full time 38 hours per week</p> <p><b>Hours:</b> 5.00am – 12.30pm</p> <p><b>Days:</b> Monday - Friday</p> <p><b>Salary:</b> General Operational Staff, Level 4</p> <p><b>Working condition:</b> Brisbane Street Campus, William Cowper Campus, Simpson House and Tangara Farm.</p>
<b>Location</b>	<p>Calrossy Anglican School  140 Brisbane Street  PO Box 1245  Tamworth NSW 2340  Ph (02) 5776 5100  <a href="mailto:admin@calrossy.nsw.edu.au">admin@calrossy.nsw.edu.au</a></p>

All applicants are required to uphold the Christian ethos and support the Schools core values of **Integrity, Selflessness, Inclusiveness, Resilience.**