

Rangiora High School

Te Kura Tuarua o Rangiora

Each and every learner will thrive in a centre of learning excellence.



Cleaner

Role Description

Purpose of the role

To provide a high standard of hygiene and cleanliness throughout the school.

Role description

Tenure:	Permanent Part time
Hours:	3 hours per day (shift to be worked between 3:00pm-7:00pm) Monday - Friday. Term time only
Reporting to:	Head Cleaner Executive Officer
Remuneration:	In accordance with the provisions of the New Zealand School Caretakers' and Cleaners' Collective Employment Agreement

Role requirements

To work effectively and supportively as a member of the school team to perform a variety of regular and one-off cleaning tasks and duties as directed by the Head Cleaner or the Property Manager.

The person appointed will be:

- reliable, punctual and efficient
- have initiative and the ability to work independently
- some knowledge of Health and Safety regulations as they relate to the operation of cleaning equipment and cleaning materials
- knowledge of cleaning best practices
- discrete and fully appreciative that they may have access to confidential material that is to be kept confidential at all times during and after their employment with the School.

We create inclusive, equitable and relevant learning opportunities with clear pathways.

We empower deeply engaged and connected lifelong learners.

We contribute positively to our community.

Cleaner - Role Description

Role functions

Cleaning tasks / general responsibilities

- Carry out daily duties and tasks as directed by the Head Cleaner
- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within your area but require attention as part of maintaining high standards
- Liaise with other cleaning staff and the Head Cleaner to ensure consistency of cleaning and cleaning materials
- Remove any graffiti, human blood or human excrement when required and to complete associated cleaning.

Health and Safety

- Ensure health and safety processes and procedure compliance at all times
- Maintain high safety standards that protect yourself and others from harm

General

- Report cleaning supplies - requirements and stock levels to the Head Cleaner
- Bring issues of significance to the attention of the Head Cleaner i.e. damage, graffiti, wear and tear, hazards, maintenance and/or repairs
- Participate in further training and development opportunities offered by the school
- Maintain the privacy and confidentiality of information seen during the course of work (on all school matters, including students' work)
- Keep an accurate account of hours of work in the manner required by the Head Cleaner
- Attend meetings on request and actively take part
- Safeguard the security of the campus
- Other duties as required by the Principal or Head Cleaner

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	