



St Margaret's College

Position	Cleaner
Location	Christchurch
Employee Name	
Reports to	Campus Supervisor
Revision Date	June 2020

SCHOOL INFORMATION

Our Vision

St Margaret's College offers a unique education for girls from Year 1 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Purpose of Cleaner

To ensure the College Facilities are cleaned, maintained and well presented at all times. Providing a professional and flexible assistance to the Property Department for cleaning of the whole school.

Functional working relationships with:

Property/Campus Team
Boarding House staff
Executive Principal
All staff
Contractors

Key Accountabilities / Responsibilities <i>(What is to be achieved)</i>	Key Tasks <i>(How is it achieved)</i>
Responsible for cleaning and care for College property	<p>By ensuring:</p> <ul style="list-style-type: none"> ● Rooms/property and toilet areas are cleaned for seasonal and hygienic presentation by: <ul style="list-style-type: none"> - Vacuuming - Dusting - Removing rubbish from bins - Mopping floors - Wiping glass ● An annual cleaning programme plan is prepared and agreed to before implementation. ● All work is planned and prioritised according to the school's functions, seasonal maintenance and the department's needs. ● Prioritising change of duties due to urgent situations that may arise within the grounds. ● All windows and doors are secure when leaving.
Keeping facilities professional and clean, through the collection of rubbish	<p>By ensuring:</p> <ul style="list-style-type: none"> ● Along with the property team, clearing rubbish left by students and staff, to address this communal responsibility.
Maintain and care for the chemicals and equipment	<p>By ensuring:</p> <ul style="list-style-type: none"> ● The equipment is maintained and in good working order at all times and any equipment that is broken or needs attention is brought to the notice of the Campus Supervisor. ● Chemicals are used appropriately and stored safely according to the Safe Use of chemicals in New Zealand standards and SMC Health & Safety Policy. ● Equipment is used safely at all times with safety procedures followed.
General Maintenance of the School	<p>Contribute to any tasks or projects undertaken by the Campus team as directed by the Property Manager/Campus Supervisor. This list gives an example but is not limited to:</p> <ul style="list-style-type: none"> ● Assisting with school events to clean up before or after events. ● Assisting Supervisor with tasks in the event of another staff member's absence. ● Assisting with equipment maintenance tasks when required. ● Assisting with procurement of supplies and equipment. ● Other duties of general cleaning around the school.
Team Contribution	<ul style="list-style-type: none"> ● Work well alongside Property staff, Caretaker, staff and SMC community. ● Assist with carrying out cleaning duties as required. ● Keep Campus Supervisor informed and up to date on all tasks and issues. ● Demonstrate a positive attitude when carrying out all delegated tasks.

Health & Safety	<ul style="list-style-type: none"> ● Health & Safety - comply with all SMC rules and procedures. ● Follow guidelines set out in the chemical handling. ● Comply with the safety guidelines.
Other Duties	<ul style="list-style-type: none"> ● Any other duties as reasonably required by the Campus Supervisor

PERSON SPECIFICATION

Core Behaviours	<p>Teamwork – identifies opportunities and takes action to build relationships between the school, staff or teams to help achieve shared goals</p> <p>Results focused – sets challenging goals for self and understands performance expectations</p> <p>Effective Communication – understands and communicates with a strong emphasis on confidentiality and professionalism</p> <p>Team player – understands the importance of working as a team for the greater goal</p> <p>Resilience - able to think logically and multi-task in time-critical and stressful situations</p>
Skills	<ul style="list-style-type: none"> ● Previous cleaning experience, ideally at a school. ● Ability to quickly establish credibility, have a personal impact and build excellent working relationships, mindful of the special character of the school. ● Strong multi-tasking skills and the ability to perceive where the need to undertake more tasks to accomplish the end task of a well maintained school. ● Experience in a working environment where everyone “mucks in” to achieve desired outcome. ● Exceptional interpersonal skills ● Ideally experience working in a team environment that may involve weekend rosters.

ST MARGARET’S COLLEGE EXPECTATIONS

To perform the responsibilities listed above and achieve success in your role, you will demonstrate the following behaviours that link to our values of “Educating Young Woman to Live and Lead”.

- Work positively with colleagues to achieve goals, share experience, and actively seek and offer help.
- Develop and maintain strong working relationships across the school, which inspires people to believe that what they do makes a difference.
- Actively demonstrate professionalism throughout the organisation and industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Have tenacity in pursuing goals and ensuring they are aligned with the school’s objectives.

POLICIES AND PROCEDURES

St Margaret’s College has developed policies and procedures to guide employees’ behaviour in respect to a variety of employment-related matters. It is an obligation of your employment with St Margaret’s College that you adhere to these policies and procedures. All employees have access to these policies and procedures in the staff handbooks.