



Position Description

Position name	Cleaner
Position reports to	Campus Supervisor
Tenure	Permanent, part time
Date	July 2024

About St Margaret's

Empowering girls to learn, live and lead lives is at the heart of St Margaret's College's ambition. In a rapidly evolving social, economic, technological and environmental landscape, we adapt continuously to ensure our students are ready to make their way in the world, while upholding values that remain as important today as they did when our College was founded over a century ago.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūake

Purpose of position

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

Key Accountabilities

Key Responsibility	Key Accountabilities
Cleaning and care for College property	<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 the floors• Wiping the glass• An annual cleaning programme plan is prepared and agreed to before implementation.• All work is planned and prioritised according to the schools functions, seasonal maintenance and the department's needs.

	<ul style="list-style-type: none"> • Being mindful of priorities changing due to urgent situations that may arise within the grounds.
<p>Keeping facilities appearing professional and clean, through collection of rubbish</p>	<ul style="list-style-type: none"> • Overview of state of rubbish left by students and work, with rest of property team and cleaners to address this communal responsibility.
<p>Maintain and care for the chemicals and equipment</p>	<ul style="list-style-type: none"> • The equipment is maintained in good working order at all times and any equipment that is broken or needs attention is brought to the attention of the Campus Supervisor • Chemicals are used appropriately and stored safely according to the Safe Use of pesticides in New Zealand standards and SMC Health & Safety Policy • Equipment is used safely at all times with safety procedures followed.
<p>General Maintenance of the School</p>	<ul style="list-style-type: none"> • Contribute to any tasks or projects undertaken by the Campus team as directed by the Campus Supervisor: • This list gives an example but is not limited to: • Assisting with school events to clean up before or after events • Assisting supervisor with tasks in other staff absence • Assisting with equipment maintenance tasks when required • Assisting with Procurement
<p>Team contribution</p>	<ul style="list-style-type: none"> • Work well alongside property, caretaker, staff, and SMC community • Assist with carrying out cleaning duties as required • Keep manager informed and up to date on all tasks and issues • Demonstrate a positive attitude when carrying out all delegated tasks.
<p>Being part of the St Margaret's team</p>	<ul style="list-style-type: none"> • Actively, collaboratively and positively participate as a member of the team • Have a focus, comply with and proactively support all health and safety policies, guidelines, legislation and SMC initiatives • Follow all guidelines for storing, handling and disposing of chemicals • Ensure all incidents, injuries and near misses are reported into PeopleSafe and to the Campus Supervisor • Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity, behaviour and conduct as outlined in the staff handbook • Fulfill any other duties as reasonably required by the Campus Supervisor.

Functional Relationships

- Property/Campus Team
- Boarding house staff
- Executive Principal
- All staff
- Contractors

Qualifications

- Previous experience in cleaning, preferably within another school
- Ability to quickly establish credibility, have a personal impact and build excellent working relationship, mindful of a special character of the school
- Strong multi-tasking skills and the ability to perceive where they 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.

Experience

- Working as a team – identifies opportunities and takes action to build relationships between the school, staff or teams to help achieve shared goals and understands the importance of working as part of the team
- Is results focused - sets challenging goals for self and understands performance expectations
- Is an effective communication – understands and communicates with a strong emphasis on confidentiality and professionalism
- Is resilient - able to think logically and multi-task in time-critical and stressful situations