

POSITION INFORMATION SHEET

Position Title:	CLEANER
Location:	Chancellor State College, Sippy Downs, Queensland Primary Campus – 8 Scholars Drive Secondary Campus – 164 Sippy Downs Drive
Vacancies:	No 1: Permanent Part-Time Cleaner – 12.5 hours per week No 2: Permanent Part-Time Cleaner – 20.5 hours per week
Applications to be posted to:	Kathleen Edwards, Business Manager Chancellor State College PO Box 7066 SIPPY DOWNS QLD 4556
Closing Time & Date:	3.00pm, Monday, 29 January 2018

How to Apply:

Your application must include:

- Your Resume including the name and contact details of your current work supervisor and two work referees
- Responses to Criteria 1 to 5 under the 'How you will be assessed' section in the Role Description

Preparing your Application:

There is no standard format in preparing your application however you must provide written or typed responses to each of Criteria 1 to 5 under the 'How you will be assessed' section in the attached Role Description. This enables the Interview Panel to assess your knowledge, experience, skills and abilities in performing the duties of the position.

The wording of Criteria 1 to 5 indicates the required level of knowledge, skills and abilities needed for the position. For example: '*ability to*' implies that you have the potential to acquire the skills or knowledge.

If you have not had direct experience with these aspects of work, you could demonstrate your ability by comparing it to similar or equivalent responsibilities, tasks etc or relevant studies that you have undertaken. For example, if you have had previous experience as a cleaner, please indicate the tasks and duties you were responsible for.

Place of Engagement: The successful applicants will be required to work at either of our College Primary or Secondary campuses.

Hours of Duty: The successful applicants will be engaged for their respective hours per week. The start and finish times will vary and will be between 5.00am and 8.30am and 3.00pm and 6.00pm.

Shift arrangement: The shift arrangements for Position 1 involves single shifts and for Position 2 involves split shifts. A split shift allowance will be paid each day a split shift is worked.

Wage rate: The wage rate will be \$23.6974 per hour. The wage rate will be higher if any of the successful applicants are an existing employee on another pay point level.

ADO arrangements: ADO is worked throughout the year in accordance with the Cleaners ADO Agreement.

Leave arrangements: The successful applicants will accrue recreation leave at a rate of 20 days per annum and sick leave at the rate of 10 days per annum (cumulative) from the date of appointment.

Conditions:

The Working with Children (Risk Management and Screening) Act 2000 requires the successful applicant to be subject to a “working with children check” as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Public Safety Business Agency at the following internet address: <http://www.bluecard.qld.gov.au/>

Furthermore, the successful applicant may be subject to a probation period of up to a maximum of three months. In determining the probation period to be applied, prior service with the Department may be taken into account.

Important information:

- A school entitlement to this position is dependent upon the schools enrolment which may fluctuate. Applicants for school based positions should understand that the total number of hours worked may increase or decrease as a result of these fluctuations.
- You will be required to work across the College on both the Primary and Secondary Campuses.
- References are not required. If it is considered necessary to clarify information or increase the amount of data available to the panel, a referee will be contacted following an interview.
- A non-smoking policy applies in Queensland Government buildings, offices and motor vehicles.
- Applicants who are unsuccessful in obtaining an interview will be advised by letter. Feedback will be available to unsuccessful applicants upon request.
- Applications will be held for 12 months.