



18 December 2023

Dear applicant

Te Ara Koropiko West Spreydon is looking for a new person on the school cleaning team.

If you are interested in joining us as a part time permanent cleaner and you are reliable, self motivated and hardworking, we welcome your application.

The hours are 8 hours per week, 3:15pm to 4:45pm Monday to Thursday and 3:15pm - 5:15pm on Fridays. This role includes working in the school holidays. 52 weeks per year inclusive of annual leave.

Please visit the school website for the application package and further detail.

<http://www.westspreydon.school.nz/vacancies.html>

Please send your application letter, cv and completed application form to

p.a@westspreydon.school.nz by 4:00pm 28 January 2024.

Application timeline:

Applications close: 28th January 2024, 4:00pm

Interviews to take place: 29th January to 2 February 2024

Start date is ASAP, by negotiation

Please note a police vet is required as part of this role due to working within a school environment.

Yours sincerely

Marriene Langton

Principal

Te Ara Koropiko West Spreydon School





CLEANER JOB DESCRIPTION 2024

TE ARA KOROPIKO WEST SPREYDON SCHOOL

Hours: Part time permanent
Monday - Thursday 3:15 pm - 4:45 pm
Friday 3:15 pm - 5:15 pm
8 hours per week
52 weeks per year (inclusive of annual leave)

Anniversary Date:

MOE Number:

IRD Number:

Union Number:

Scale Grade: Funded by Ops Grant Permanent Part Time

Those hours in the school may be negotiated flexi-hours e.g. during camp time, wet weather, sports days, etc. Any change to hours is to be discussed with the Principal and agreed to in writing, in advance.

Hourly Rate: \$24.66 per hour
Plus \$3.85 per dirt allowance
Plus \$0.15c per hour clothing/footwear allowance
You will be paid every fortnight

Annual Leave: All annual leave must be taken when the school is closed for the holidays. A Leave Application form must be completed and approved by the Principal prior to the leave.
As of 1/4/2011 the Education Act now includes the following:
The ability for employees to apply to the employer to cash in up to a maximum of one week of annual holidays minimum entitlement by agreement of their employer. Whilst the employer must consider, they are not required to give a reason if they decline.

Extra Hours: All extra hours must be approved in advance with the Principal and agreed to in writing, in advance.



CLEANING DUTIES AREA ADMIN

DAILY CLEANING:

1. Please sign in and out on the Vistab system each day/night
2. Secure all buildings as you clean. Close all windows. Lock external doors.
Set alarms for each block as you finish. For your own safety ensure that the buildings you are working in are secured especially if you are alone in the buildings or if it is dark
3. Vacuum all carpeted areas and mats
4. Spot clean dirty marks, spills and stains on carpets as per manufacturer's instructions
5. Sweep and wash all vinyl/lino areas including corridors
6. Wash all desks and dust classroom fixtures
7. Wash inside and around basins, sinks and recesses and turn off taps
8. Toilets – scrub and clean all toilet bowls and seats (top tank and underneath on the pedestal)
Wash down urinals: all surrounds and taps thoroughly cleaned and disinfected.
Floor areas – wash/disinfect. Replace soap, toilet paper and purple blocks for urinals.
Turn urinal taps off. Door handles and immediate surrounding areas cleaned/ disinfected.
9. There is to be no cross contamination of cloths from area to area. Used cloths are to be placed in a bucket and set aside for washing and drying in the school laundry each night, at the end of the shift. Each area must be cleaned with fresh hot water. Refill your bucket in every area. Covid-19 has reminded us of the need to be vigilant and to maintain high standards of cleanliness and hygiene. Thank you for your mahi.
10. Empty waste bins from classrooms and toilets and regularly clean them. (wash/scrub and disinfect)
11. Wipe down all kitchen surfaces and benches and clean out sinks
12. Replenish hot water/and tip our waste water in the cleaners cupboard only!
13. Spot clean any dirty marks on walls and doors
14. Please report any breakages/repairs/general maintenance issues to the caretaker ASAP.
This includes



any areas that have been left in an unreasonable state prior to your shift beginning

15. Turn off all lights except security lights

WEEKLY AND WHEN NECESSARY:

1. As above
2. Clean interior glass surfaces.
3. Hot wash all vinyl areas
4. Dust sills, ledges, shelves, skirting boards, pictures and hanging fittings etc.
5. Vacuum classrooms and wash corridors.
6. Wash all desks, work benches and chairs. (some every day)
7. Clean all kitchen surfaces and floors

TERMLY AND WHEN NECESSARY:

1. Hot wash and mop shine all vinyl/lino areas.
2. Dust and wash with a wet cloth all ledges and fittings, including Venetian blinds.
3. Wash down interior walls of toilets and elsewhere where necessary.
4. Clean all light fittings.
5. Spot clean dirty marks, spills and stains on carpets.
6. Clean all interior glass surfaces (windows/doors).
7. The completion of cleaning duties, and any matters arising from the current cleaning requirements will be discussed between you, the caretaker and the Principal as required



PERSON SPECIFICATIONS:

The Te Ara Koropiko West Spreydon School cleaner will:

- Consult with the Principal and Caretaker regularly
- Manage time effectively
- Show initiative and flexibility
- Relate respectfully to all staff, parents and students
- Inform Principal of any personal or property issues
- Complete tasks without supervision. This is a high trust position
- Inform the Principal immediately of any overpayments or underpayments in your fortnightly pays
- Be a valued member of the Te Ara Koropiko West Spreydon School Staff

Job Description agreed to by:

Signed

Cleaner: _____

Date: _____

Principal: _____

Date: _____

