



NEWHAVEN COLLEGE

Position Description

Cleaning Team Member

T (03) 5956 7505 | **Principal** Tony Corr MEdMgmt BEd
1770 Phillip Island Road, Phillip Island, Victoria 3923

A.C.N. 005 751 637 A.B.N. 15 005 751 637

E info@newhavencol.vic.edu.au
 newhavencol.vic.edu.au



DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school. Newhaven College has approximately 910 students from Prep to Year 12. Offering a diverse academic curriculum with a caring pastoral approach. Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

Our core of our Strategic Direction is 'Hearts & Minds' recognises all our values interconnecting to provide means of strengthening our capacity to deliver on our strategic direction.

Your role and you personally will join us on this journey to add value to Newhaven College's future.

Our School Values:

Respect Honesty Empathy Responsibility Excellence

Job Title	Cleaning Team Member
Reports to	Property Manager
Date	May 2025
Employment Status	Casual Relief - Commencement 2 June 2025
Classification Level	Classification will be determined in accordance with Newhaven College Enterprise Agreement 2023-2026 and Modern Awards, in context of qualification and experience the successful candidate has.



POSITION PURPOSE

To ensure the school is kept in a clean and orderly condition. Reporting to the Property Manager, the cleaning team members ensure that high standards of cleanliness are delivered at all times.

Responsibilities and Accountabilities

DUTIES

The successful candidate will maintain a high standard of all cleaning aspects around the college. They will undertake cleaning duties in accordance with the area schedule. The following duties are a guide and are not intended to be an exact list of duties required.

- General (glass, vacuum, dusting, steam cleaning etc)
- External (sweeping, rubbish collection etc)
- Offices and Meeting Room (glass, vacuum, dusting etc)
- Tea/Coffee & Kitchenette Facilities (vacuum, mopping, disinfecting, general wiping etc)
- Staff/Student/Universal Access toilets and showers (Vacuum, mopping, disinfecting, replenishing consumables, glass & mirrors, dusting etc)
- Classrooms and Learning Spaces (glass, vacuum, dusting, disinfecting etc)
- First Aid (mopping and disinfecting etc)
- Security (checking locks, closure of windows and doors etc)

ATTRIBUTES AND EXPERIENCES

The Successful candidate will demonstrate the following attributes and experiences;

- High attention to detail
- Punctual, reliable and trustworthy
- Excellent time management skills
- Ability to work in a team and individually
- Awareness and understanding of health and safety procedures/standards
- Previous experience of cleaning operations on a significant scale

THE INCUMBENT WILL UNDERTAKE THEIR ROLE WITH AN EXPECTATION OF THE FOLLOWING:

- Have excellent organisational and time management skills
- Ability to work in a collaborative team environment with capacity to build network capabilities
- Proven and demonstrated ability to manage competing priorities.



- Have the ability and preparedness to work outside normal hours when required.
- Genuine interest in Newhaven College Community with our Strategic Direction of 'Hearts & Minds'.

SPECIAL CONDITIONS AND REQUIREMENTS:

- Maintaining a valid working with Children Check and Current National Police Criminal History Check
- Current work rights for Australia
- Current and clear driver's license
- Comply with the College's Code of Conduct and Child Safe Policy
- Understand and adhere to Ministerial Order 870 – Child Safe Obligations.
- Current Newhaven College policies are to be observed along with orientation and induction

STATEMENT OF COMMITMENT TO CHILD SAFETY

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.