Forest Lake State High School Profile:

Forest Lake State High School is a relevantly new school providing years 8-12 secondary education to the expanding population of Forest Lake and surrounding districts. The school commenced with year 8 only enrolments in 2001 and the first cohort of year 12 students completed their secondary education in 2005. The enrolment in 2012 is 1270 students. The new school buildings and facilities are unique in design and in their provision for the educational needs of 21st century students. The school comprises of a middle school precinct and a senior school precinct. Forest Lake State High School shares a Resource Centre with the neighbouring private school, St. Johns Anglican College.

The Position:

There is 1 Permanent Cleaning position available:-

7.5 hours a week – afternoon shift – 2pm to 6pm (1 day) 2pm to 5.30pm (1 day)

Pay rates will be in accordance with Education Queensland’s pay scale. These can be accessed at

http://education.qld.gov.au/hr/recruitment/administrative/docs/salaryschedule.xls

Role of the Cleaner:

The Cleaner must be prepared to undertake any duties outlined in the Role Description.

Expectations:

The successful applicant will be flexible, discreet with confidential information, be willing to undertake training, and be able to learn new skills where necessary and have the ability to work as part of a team. He or she will be willing to undertake a variety of tasks, as the need arises, within an active school environment.

Instructions:

Please read the Role Description which is attached. The Role Description identifies the role, reporting relationships, tasks and areas of responsibility applicable to this position.

Your application must include your answers to each of the Selection Criteria as listed in the “How you will be assessed” section of the role Description. In responding to the selection criteria, your answers to these questions should tell us about your knowledge, experiences, skills, abilities and qualifications that make you suitable for this job.

Include a copy of your resume including work history, the attached 2 page selection criteria filled out and list the names of two (2) current referees.

The successful applicant will be subject to a working with children check, and a six month probationary period. Documentary evidence of an Australian/New Zealand birth certificate or evidence of Australian residency/work visa is required.

Applications close 3.00pm Wednesday 21st March 2012.

Address Applications Private and Confidential to:

Attention: Business Services Manager
Forest Lake State High School
PO Box 4063
Forest Lake  Q  4078
Selection Criteria

1. The ability to carry out cleaning duties with limited supervision and co-operatively participate as a team member when required.

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2. The ability to use and maintain or learn quickly to use and maintain, cleaning equipment, materials and chemical supplies.

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3. The ability to apply Workplace Health and Safety standards, especially in the use and application of cleaning equipment and materials.

4. Awareness of the need for security in relation to rooms and buildings, personal property and equipment.