



Te Otu Mātua HRC Halswell Residential College

Position Description for the role of Cleaner

Reports to: Executive Officer

Responsible for: Providing cleaning services to Te Otu Mātua HRC across our site.

PURPOSE OF POSITION

The cleaner reports to the executive officer and is a member of the Support Function for Te Otu Mātua HRC Halswell Residential College. The cleaner is responsible for providing the majority of cleaning services to HRC.

POSITION VALUES

The role of cleaner is a key role within the Support Function of HRC, and it is expected that the cleaner will maintain a high level of professionalism and integrity, display a positive attitude, and a whole-team focus.

HOURS OF WORK

The role of cleaner will cover 4.5 hours per day, five days per week, during term time. Preferred hours of work 1.00pm-5.30pm. During school holiday breaks, our expectation is the cleaner will work one week by arrangement in April, July, and October holidays, and 1-2 weeks by arrangement in the January holidays before the school term recommences.

KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- Executive Officer
- The Support Function
- All HRC Kaiako



KEY ACCOUNTABILITIES, RESPONSIBILITIES AND PERFORMANCE MEASURES

ACCOUNTABILITIES	RESPONSIBILITIES	PERFORMANCE MEASURES
Cleaning Ensures the specified areas are kept clean, tidy and hygienic.	<ul style="list-style-type: none"> • Thoroughly cleans the toilets and bathrooms in ngā whare as specified by the Executive Officer – currently three times weekly. • Following the current schedule, cleans and tidies the general services administration block, the day school, and office areas (admin building is twice per week; conference room, each school room and school is once per week). • As required, sets up the flat(s) and cleans up after visitors vacate. • Cleans the conference room, kitchenette, and toilet once per week. • Cleans the laundry toilet, the workshop toilet, the kitchen block toilets(s) once per week. • Attends to more thorough 'spring cleaning' duties during the holiday periods. 	<ul style="list-style-type: none"> • The areas specified are kept clean, tidy and hygienic.
Compliance Complies with all statutory and HRC policy and procedural requirements.	<ul style="list-style-type: none"> • Maintains an up-to-date understanding of all HRC policies and procedures including but not limited to: <ul style="list-style-type: none"> ○ the HRC Policy and Procedure Manual. ○ the HRC Kaiako Code of Conduct. ○ the HRC Health and Safety Manual. ○ the HRC Philosophy of Care. ○ the HRC Behaviour Support Procedures. • Complies with all HRC policies and procedures at all times. • Prepare comprehensive and accurate pastoral notes in accordance with HRC guidelines. 	<ul style="list-style-type: none"> • No regulatory, procedural or policy breaches.
Health and Safety practices	<ul style="list-style-type: none"> • Maintains an up-to-date understanding of the HRC Health and Safety policies and procedures. 	<ul style="list-style-type: none"> • No Health and Safety regulatory, procedural or policy breaches.



ACCOUNTABILITIES	RESPONSIBILITIES	PERFORMANCE MEASURES
Complies with all health and safety policies and procedures.	<ul style="list-style-type: none"> Complies with HRC Health and Safety policies and procedures without exception. Reports immediately to the Executive Officer where the Health and Safety of students or kaiako has been put at risk or where there is a breach of Health and Safety policies, procedures and practices. 	
Risk and Crisis practices	<ul style="list-style-type: none"> Maintains an up-to-date understanding of all risks involved in the school and of how to manage these risks. Ensures a thorough understanding of the correct Behaviour Support procedures and is able to safely execute these procedures. Reports immediately to the Executive Officer where the Behaviour Support procedures have been implemented during the shift or where there has been a breach of risk management policies, procedures and practices 	<ul style="list-style-type: none"> No breaches of or failure to use the identified risk mitigation or management strategies. The Cleaner is able to keep themselves safe and seek immediate support for any escalated behaviours.
Cultural practices Ensures all students are supported culturally and provided with all opportunities to develop themselves within their culture.	<ul style="list-style-type: none"> Maintains an understanding of key cultural mores, behaviours, and values. Models respect for others in interactions with colleagues and students. Promotes the multicultural nature of New Zealand and an inclusive environment in which the diversity and prior experiences of students are acknowledged and respected. Supports the Kaiwhakahare as required to ensure the cultural needs of the students are provided for. 	<ul style="list-style-type: none"> No incidents of culturally insensitive or inappropriate behaviour.
Team Participation and Self Review Works with members of the Support Function on matters of operational importance to HRC.	<ul style="list-style-type: none"> Ensures that the Executive Officer is kept informed of all pertinent developments and information within functions and processes managed by the Cleaner. Participates fully in all meetings with the Support Function, contributing ideas and reporting as required. 	<ul style="list-style-type: none"> Is viewed by members of the Support Function as a contributor and collaborates to achieve group objectives.



ACCOUNTABILITIES	RESPONSIBILITIES	PERFORMANCE MEASURES
	<ul style="list-style-type: none">• Participates fully in meetings with colleagues throughout the business, contributing as appropriate and supporting colleagues as required.• Focuses on continuous improvement by regularly and actively engaging in self-reflection in order to improve the effectiveness of professional practice in accordance with HRC policies, procedures and guidelines.• Undertakes any other duties reasonably requested by the Executive Officer.	



COMPETENCIES – ATTRIBUTES AND BEHAVIOURS

In order to be effective in the position the cleaner shall have and be able to consistently demonstrate the attributes and behaviours described below.

- Actively demonstrates professionalism throughout the organisation and is a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Works positively with colleagues to achieve goals; experience is shared and help is actively sought and proactively offered. Strong working relationships are developed and maintained across the organisation.
- Has tenacity in pursuing goals, showing focus in the face of opposition and ensures personal goals are aligned with the school objectives.
- Demonstrates a strong understanding and commitment to the goals and objectives of the organisation.

COMPETENCIES – SKILLS AND EXPERIENCE

In order to be effective in the position the cleaner shall have and be able to demonstrate the following skills and experience:

- Experience in cleaning to a high standard to meet hygiene requirements.
- Experience operating effectively in a multicultural setting
- Competent use of computers and software