



8 August 2022

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 15 hours per week, 3.15 to 6.15 Monday to Friday including school holidays. 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 22nd August 2022.

Application timeline:

Applications close: 22nd August, 4:00pm

Interviews to take place: 23rd to 26th August

Start date is ASAP, by negotiation

Yours sincerely

A handwritten signature in blue ink that reads 'M. Langton'.

Marriene Langton

Principal

Te Ara Koropiko West Spreydon School





CLEANER JOB DESCRIPTION 2022

TE ARA KOROPIKO WEST SPREYDON SCHOOL

Hours: Monday - Friday 3:15 pm - 6:15pm
15 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: \$21.78 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 Block A

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

TERMMLY 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 I 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: _____





APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants are required to give consent to a Police vet:
 - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#) (unless you have obtained an [exemption](#)). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
 - b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - you have not committed any further offence within 7 consecutive years of being sentenced
 - you did not serve a custodial sentence¹ at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)

¹**Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.



- you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

- Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#).
- This information will be held by the employer. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of The Privacy Act 2020.

APPLICATION FOR EMPLOYMENT

Position applied for	Location	Vacancy/Reference Number

Tick one

Mr Mrs Ms Miss

Or other preferred title:

Surname/Family name First names (in full)

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<p>Have you ever received a police diversion for an offence? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Have you ever been discharged without conviction for an offence? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Do you have a current New Zealand driver's licence? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Are you awaiting sentencing, or do you have charges pending? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please state the nature of the conviction/cases pending:</p>
<p>In addition to other information provided are there any other factors that we should know to assess your suitability for appointment, your your suitability for work with children or your ability to do the job? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes", please detail:</p>
<p>Have you ever been the subject of any concerns involving child safety? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes" please detail:</p>
<p>Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes", please detail</p>

Referees

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below.

Name	Organisation	Position/ Relationship	Landline (preferred)	Mobile

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria and person specifications we are seeking are stated in the position description. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

Criteria (<i>knowledge, skills, attributes, personal characteristics</i>)	Past roles in which you have demonstrated the criteria	What did you do which demonstrated this	Key achievements

Criteria <i>(knowledge, skills, attributes, personal characteristics)</i>	Past roles in which you have demonstrated the criteria	What did you do which demonstrated this	Key achievements

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in the terms of the Privacy Act 2020 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature _____ Date

Note: If completing this electronically a hard copy (printed and signed) must be provided.