

Cleaner

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice. We are a future focussed school supporting staff in their professional growth and leadership. Please click the link for a [virtual School tour](#).

Monivae College welcomes the opportunity to meet with suitably qualified professionals. The Cleaner provides key operational support to ensure Monivae College facilities are clean, safe, and well-maintained.

Key responsibilities include:

- Perform daily cleaning of classrooms, offices, amenities, and other College spaces.
- Maintain a high standard of hygiene, safety, and presentation across all allocated areas.
- Safely use and store cleaning equipment and chemicals in accordance with procedures.
- Manage waste and recycling in line with College policies.
- Undertake term break and deep cleaning programs as scheduled.
- Report maintenance issues or hazards promptly through the maintenance system.
- Support the setup and clean-up of College events as required.
- Work cooperatively with the Property and Facilities team to ensure smooth daily operations.

The Cleaner is expected to demonstrate a strong attention to detail and ability to work independently and as part of a team.

Enquiries

For more information please contact Miss Elle Guthrie, Director – Compliance, Risk and Culture, eguthrie@monivae.vic.edu.au, 0458756242.

How to Apply

Applications are to be addressed to the Director – Compliance, Risk and Culture, Miss Elle Guthrie. Please include a cover letter and your current Curriculum Vitae, inclusive of at least three professional referees. Applications to be emailed to employment@monivae.vic.edu.au

Successful applicants are required to demonstrate a commitment to Catholic education, be compliant with Mandatory Reporting certification, hold a current Working with Children Check and undergo a National Police Check. Roles will be remunerated accordingly under the Catholic Education Multi-Enterprise Agreement 2022.

Applications close Monday 10th November, 2025.

The Monivae College community supports and promotes the safety, wellbeing and inclusion of all children and has a zero tolerance for child abuse.

POSITION DESCRIPTION

POSITION:	Cleaner
DEPARTMENT:	Property and Facilities
DATE PREPARED:	October 2025
REPORTS TO:	Property and Facilities Coordinator / Business Manager

WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart.

OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

POSITION SUMMARY
The Cleaner plays an important role in maintaining a clean, safe, and welcoming environment for students, staff, and visitors. This position ensures that classrooms, toilets, offices,

corridors, boarding areas, and shared spaces are presented to the highest standard of hygiene and appearance.

The Cleaner works as part of the Property and Facilities team to deliver consistent, high-quality cleaning services that support the learning environment and the wellbeing of all members of the Monivae community.

Key responsibilities include:

- Perform daily cleaning of classrooms, offices, amenities, and other College spaces.
- Maintain a high standard of hygiene, safety, and presentation across all allocated areas.
- Safely use and store cleaning equipment and chemicals in accordance with procedures.
- Manage waste and recycling in line with College policies.
- Undertake term break and deep cleaning programs as scheduled.
- Report maintenance issues or hazards promptly through the maintenance system.
- Support the setup and clean-up of College events as required.
- Work cooperatively with the Property and Facilities team to ensure smooth daily operations.

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.

POSITION OBJECTIVE & KEY RESPONSIBILITIES	
Cleaning Duties	• Perform daily cleaning of classrooms, toilets, staff areas, offices, corridors, and other facilities to a high standard. • Empty bins, replace liners, and ensure proper waste and recycling management. • Clean and sanitise surfaces, fixtures, and fittings to maintain hygiene standards. • Vacuum, mop, and sweep floors, and undertake dusting and cobweb removal. • Replenish consumables such as soap, paper towels, and toilet tissue. • Undertake deep cleaning and term break cleaning programs as scheduled. • Maintain stock levels of cleaning supplies and notify the Property and Facilities Coordinator when reordering is required. • Safely use, handle, and store cleaning chemicals and equipment in accordance with College and WHS requirements.
Health, Safety and Compliance	• Adhere to all Workplace Health and Safety (WHS) and Infection Control requirements. • Report hazards, damage, or maintenance needs promptly through the maintenance system. • Participate in emergency drills and respond appropriately in line with College procedures. • Ensure cleaning equipment is kept in safe working condition and report faults immediately.

Team and Operational Support	• Work cooperatively with other cleaning and maintenance staff to ensure all areas are covered effectively. • Support preparation or clean-up for College events and functions where required. • Respect confidentiality and professionalism in all interactions with students, staff, and visitors. • Undertake other duties as directed by the Property and Facilities Coordinator or Business Manager.
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KEY SELECTION CRITERIA	
Qualifications and Experience	Essential • Demonstrated ability to perform cleaning duties efficiently and to a high standard. • Understanding of safe work and chemical handling practices. • Ability to follow directions and work independently or as part of a team. • Working with Children Check (VIC). • National Police Check. Desirable • Experience in a school, hospital, or commercial cleaning environment. • Familiarity with use and care of cleaning machinery (buffers, vacuums, etc.). • Knowledge of safe manual handling techniques.
Skills and Attributes	• Strong attention to detail and pride in presentation. • Reliable, punctual, and trustworthy. • Ability to prioritise tasks and manage time effectively. • Good interpersonal skills and a cooperative, team-oriented approach. • Commitment to workplace safety and hygiene.
Commitment to Catholic Education	• Supports and models the College values and Catholic, MSC ethos in all dealings with staff, students, and visitors.
Commitment to Child Safety	• Demonstrates understanding of and commitment to child safety, including compliance with legal obligations (e.g. mandatory reporting). • Upholds and promotes Monivae College's Child Safe policies, procedures, and code of conduct at all times.

EMPLOYMENT CONDITIONS	
Appointment	This is a full-time position. The position is appointed by Monivae College and the incumbent is an employee of Monivae College. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Key Relationships	• Reports to the Business Manager. • Works closely with the Maintenance Team, Cleaning Staff. • Liaises with College staff and contractors as required.

Conditions	Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022. Classification Level and salary will be negotiated with the successful applicant, in accordance with qualifications and experience.
Review and Appraisal	As an employee of Monivae College this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.
Professional Development	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.