



JANITOR – JOB DESCRIPTION AND DUTIES

General

The position of Janitor of Jordanhill School is one of responsibility, requiring a person of high calibre, practical skill, and efficiency. The duties include the day-to-day administration of the school estate, including all buildings and grounds and ensuring prompt action is taken to rectify and report to the Facilities Manager any appropriate incidents or damage. As a customer facing role, excellent service is paramount and an ability to interact well with young people and members of the public.

Job Description and Duties

School Security

- Security and key holding tasks across the school site, ensuring that all buildings within the school grounds are checked, locked, and secured at the end of each day or evening. The same requisite duty applies to the opening of the school buildings.
- To conduct routine and regular checks/inspections of school buildings and grounds.
- To partake in an out of hours 'on call' rota in conjunction with the school security provider.

Maintenance and Practical Duties

- To contribute to the maintenance of the school estate including the carrying out of repairs, using practical skills to undertake a range of DIY including electrical, plumbing, heating, decoration, grounds maintenance and joinery tasks.
- To undertake electrical safety testing on all electrical items to meet the appropriate health and safety regulations set.
- To undertake regular manual handling and working at heights.
- To undertake all appropriate health and safety training as directed by the Facilities Manager.
- To move furniture, equipment and supplies as required.
- To ensure that the school buildings are inspected daily/weekly; any details of damage and/or furnishing repairs required are to be reported to the Facilities Manager for action.
- To maintain a record of any incidents that occur each day i.e., vandalism, security issues, pupil concerns and any other relevant incidents, all of which should be reported to the Facilities Manager.
- To check the work undertaken by contractors is as listed and has been properly carried out.
- To operate the school computer system to respond to service requests and access the school portal for information appropriate to role.

Due Diligence

- To undertake due diligence in accordance with regulations and complete daily/weekly/monthly checks on all aspects of the facilities and premises, including fire, water, emergency lighting, alarm systems, school fabric, grounds and health and safety logs.

Cleaning and Grounds Maintenance

- To organise and supervise cleaning staff and their work whilst on duty and in the absence of the Facilities Manager.
- To undertake any necessary cleaning and grounds maintenance, including 'high level' cleaning where required.
- To follow correct procedures for use of chemical cleaning and products, detergents, and power equipment.
- To clean spills and other fluids as required.
- To ensure that all outside areas of the school grounds are maintained and kept in a clean and tidy condition and to partake of daily litter picking and rubbish removal.
- To remove snow and ice from school grounds, gritting when required.

Churn Management

- To undertake churn management, delivering packages and deliveries daily across the diverse and geographically spread school estate.

Events and Venue Preparation

- To co-ordinate room and furnishing requirements for meetings or other activities including those outside of normal school hours e.g., school lets and events.

Service

- To work flexibly with colleagues to meet school operational needs and requests for work outside normal shift patterns and holiday periods. A rota is established for work out with normal working hours and any additional hours.
- To respond efficiently to the in-house janitorial support log, by taking appropriate action to remedy requests for help or support.
- To keep abreast with the school calendar on the school portal to support the school operation.
- To work with the public and offer excellent service.
- To wear the uniform provided by the school whilst on duty.

The School Minibus and School Van

- To undertake regular journeys in the school minibus and/or van to support the school operation, including banking of monies, movement of equipment/resources, purchasing or collecting goods and other business as required. Appropriate voluntary training will be provided.
- There will be no commercial carriage of passengers.



JANITOR – PERSON SPECIFICATION

Post	Janitor
Summary of Role	The position of Janitor of Jordanhill School is one of responsibility, requiring a person of high calibre, practical skill, and efficiency. The duties include the day-to-day administration of the school estate, including all buildings and grounds and ensuring prompt action is taken to rectify and report to the Facilities Manager any appropriate incidents or damage. As a customer facing role, excellent service is paramount and an ability to interact well with young people.

Criteria	Essential	Desirable	Evidence
Education, Training, Qualifications		Electrical PAT Testing certification. Professional trade/technical qualification. H&S training (various).	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Certificates
Skills	Basic skills in numeracy and literacy. Basic computer/IT skills. Practical skill set. Ability to plan and organise own workload. Able to use resources to respond to customer needs or problems.	Security/keyholding experience. Trade or handywork experience. Ability to coach and guide team members.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Knowledge		Working knowledge of processes, procedures, and systems within Education Facilities environments.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Health	Applicants must be physically fit and able to undertake the range of duties outlined in the job description and duties.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Other	Has an ability to work alone or as part of a team. Shows an enthusiastic and positive manner. Demonstrates a flexible approach to the needs of the school and facilities team.	Full and valid driving licence. Previous experience working in an environment with young people. Service driven.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References

Competencies	Essential	Desirable	Evidence
Communication	<p>Able to communicate clearly in a way that people understand.</p> <p>See the importance of sharing and communicating well.</p>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Motivation	<p>Keen to do things well and work steadily to meet targets.</p> <p>Enjoy challenges and works well when time is short or when things are difficult.</p>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Customer Orientation	<p>Treat customers fairly and consistently in a professional, polite manner and provide a high-quality service on time.</p>	<p>Sort out enquiries and problems promptly, keeping customers up to date.</p> <p>Can go that extra mile to exceed customer expectations.</p>	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Attitude	<p>Happy to embrace and engage in new ideas and ways of working and can see the good that change can bring.</p>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
Self Development	<p>Keen to join in training and keep up to date with changes in skills and knowledge required.</p>	<p>You offer support to colleagues based on what you know.</p> <p>You seek out chances to learn and develop.</p>	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References

References will be taken up post-interview with the applicant's consent if they are being actively considered for the position.

Satisfactory completion of a **Protecting Vulnerable Groups (PVG)** Scheme Record will be required prior to taking up post.

Applicants must have the right to work in the UK.