



Employment Package

Salary: £26,816 - £27,954 Per Annum, Pro Rata

Distant Islands Allowance: £2,859 Per Annum, Pro Rata

Weekly Working Hours: Various

Employee Benefits

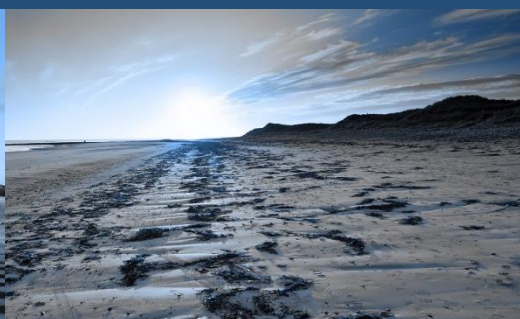
- 35 days annual leave, increasing to 40 days after 5 years, inclusive of Public Holidays (pro rata)
- Local Government Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme

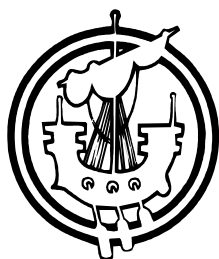


Mobile Janitor, Western Isles Schools

Job Purpose

To provide a mobile property related janitorial service to the non-WISP schools in the Western Isles on a flexible pattern of work and rota as directed by the area Executive Headteacher and the Senior Resources Officer. To cover all compliance related work expected of school based staff and assist the Senior Responsible Officer for the property to carry out their duties.





COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Mobile Janitors	Job Number:	Various
Department:	Education & Children's Services	Grade:	D
Location:	Western Isles Schools	Date:	2025
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Senior Resource's Officer		

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Duties

- 1 Carry out checks on security procedures for school buildings and grounds, including keyholder responsibilities for all non-WISP schools in local area.
- 2 First responder for out of hours emergency calls for schools e.g., intruder alarm activations, building damage from storms etc., emergency services calls from fire, police.
- 3 Maintain and test fire panel and operate and test fire and burglar alarms.
- 4 Carry out emergency lighting tests on a monthly basis.
- 5 Responsibility to carry out regular water testing and update school Water Quality Logbook and report problems arising.
- 6 Carry out weekly/monthly operational monitoring and routine maintenance of boilers and heating plant as instructed. Ensure that adequate stocks of fuel are available.
- 7 Routine health and safety checks to ensure fire exits are clear, fire call points are operational and a check that any dead legs in water pipework are regularly flushed.
- 8 Undertake school crossing patrol (if required by Executive Headteacher or Senior Resources Officer).
- 9 Carry out handyperson duties, including replacement of light bulbs and fluorescent tubes and replacement fuses, minor repairs to fabric, furnishings and fittings as directed by each Head Teacher.
- 10 Carry out regular checks on the fabric of school buildings and their surrounds and report defects directly to PMD and copy in Head teacher.
- 11 Keep playgrounds, covered courtyards, hard playing areas, and school surrounds free from litter.
- 12 Prepare classrooms/halls for school and/or public use by moving furniture of a reasonable size and weight as instructed by the Head Teacher.
- 13 Supervise community use of school out with school hours.
- 14 Provide relief cover for Sport and Leisure Assistants where the absence will result in the closure of a Comhairle sporting facility.

- 15 Monitor the school's electrical equipment and update electrical equipment inventory with any new electrical items arriving in schools and arrange for items to be PAT tested by the Comhairle.
- 16 Provide assistance and carry out new duties where any new property compliance testing regime is introduced for school premises.
- 17 To safely drive and properly maintain any vehicle allocated to you for travel to and between schools including completion of all required paperwork. Ensuring vehicle is delivered for maintenance appointments to the appropriate facility.
- 18 Ability to travel between schools and other Comhairle sites on request.
- 19 Emergency cleaning duties at the request of management.
- 20 Any other duties approved by the Executive Headteacher, Headteacher or the Senior Resources Officer.

General Accountabilities

- 1 To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
- 2 To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
- 3 As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
- 4 To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
- 5 To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
- 6 Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE SELETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: Mobile Janitor

POST NUMBER: Various

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	An understanding of Janitorial duties in a school.	D1	Previous experience as janitor in a school.
Skills and Abilities	E2	An organised approach to the full range of duties required.	D2	Previous experience of commercial cleaning and use of chemicals.
	E3	Ability to work to a high standard with minimum supervision.		
	E4	Ability to supervise pupils when required.		
	E5	Experience of handyperson duties.		
	E6	Ability and knowledge to carry out routine maintenance on plant and equipment in school.		
Education and Experience	E7	Demonstrate an awareness of health and safety issues in relation to cleaning materials and electrical equipment.	D3	Experience of managing and troubleshooting plant and machinery (especially heating systems).
Other Factors	E8	Ability to undertake security of school premises.	D4	Previous experience of key holder responsibilities.
	E9	Agreement to be keyholder and first line responder to emergency callouts related to the school.	D5	Knowledge of Gaelic and/or commitment to learning the language.
	E10	Ability to travel between locations on request.		
	E11	Full, unrestricted driving licence and business insurance (where applicable, pool cars will be provided).		