



Comhairle nan Eilean Siar

Employment Package

Salary: £14.12 Per Hour

Distant Islands Allowance: £1.55 Per Hour

Weekly Working Hours: Various

Duration: Relief

Employee Benefits

- Comprehensive induction
- Employee Assistance Programme



Relief Janitor

Western Isles School

Job Purpose

To provide a janitorial service to schools in the Western Isles.





COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Relief Janitor	Job Number:	Various
Department:	Education, Skills & Children's Services	Grade:	D
Location:	Western Isles Schools	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Head Teacher		

Job Purpose

To provide a janitorial service to schools in the Western Isles.

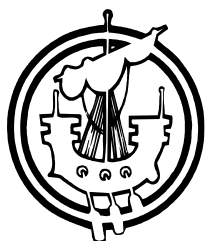
Duties

1. Carry out security procedures for school buildings and grounds, including keyholder responsibilities. Operate and test fire and burglar alarms.
 2. 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 the Head Teacher.
 3. Carry out regular checks on the fabric of the building and its surrounds and report defects to the Head Teacher or directly to PMD.
 4. Undertake cleaning duties in areas of the school not cleaned by the Cleaning Service and undertake emergency cleaning as required.
 5. Keep playgrounds, covered courtyards, hard playing areas, and school surrounds free from litter.
 6. Carry out day to day operation and routine maintenance of boilers and heating plant as instructed. Ensure that adequate stocks of fuel are available.
 7. Take delivery of stores, materials and other goods and record receipt of them. Undertake internal delivery duties.
 8. Prepare classrooms/halls for school and/or public use by moving furniture of a reasonable size and weight as instructed by the Head Teacher.
 9. Undertake school crossing patrol (if required by the Headteacher) and general supervision of pupils at intervals and open and close of school.
 10. Supervise pupil activities in sports hall and outwith the school at break times.
 11. Supervise community use of school out with school hours.
 12. Responsibility to carry out regular water testing and update school Water Quality Log Book and report problems arising.
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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.



COMHAIRLE NAN EILEAN SIAR

Person Specification

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

POST TITLE: Relief Janitor

POST NUMBER:

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	Willingness to undertake security of school premises.	D4	Previous experience of key holder responsibilities.
	E9	Agreement to be keyholder and first line respondee to emergency callouts related to the school.	D5	Knowledge of Gaelic and/or commitment to learning the language.