

Role Profile

Post Title:	Janitor/Cleaner
Grade:	Living Wage
Date Created:	24th January 2024

ROLE DEFINITION

To ensure that buildings are maintained in a safe, clean and tidy condition for users and are made secure at the end of the day.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Unset alarm and open the buildings ensuring all areas are safe for users of the building.
- Provide a targeted cleaning function for a proportion of the working day, ensuring key functional areas across the building/school and/or Early Learning and Childcare Centre (ELC) are maintained in a clean and tidy condition including toilets, particularly after breaks.
- Perform day cleaning duties to ensure areas are left dirt and dust free during the day. This includes cleaning, sweeping, vacuuming, emptying of bins, polishing / damp wiping and spray cleaning in designated areas (which include washroom facilities) ensuring they are kept in a clean and hygienic condition.
- Respond to cleaning requirements across the school and/or ELC as required or as directed by line manager or Head of Centre/Head Teacher.
- Operate and test fire and burglar alarms, CCTV and security lighting as well as carrying out and recording fire drills under the direction of the Head of Centre/Head Teacher, also ensuring fire equipment is maintained.
- Monitor use of buildings to prevent damage, unauthorised entry/use to grounds and car park, liaising with emergency services as required.



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- Maintain safe access for pedestrians and keep grounds free of litter and spread salt/grit as required.
- Operate/maintain heating plant and complete energy usage records as required.
- Report and record fabric defects and direct contractors to work site, liaising with maintenance officer.
- Carry out minor repairs.
- Maintain inventory of janitorial supplies and complete and record documents pertaining to the building as required by Facilities Management headquarters.
- Porterage of equipment, mail and materials within premises and grounds, setting up and down of desks and furniture as required.
- Provide adult presence as required at break times and when children/pupils access/alight school buses.
- Carry out School Crossing Patroller duties when required.
- Ensure the buildings are secured at the end of the working day unless still fully operational.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	•	•	• Application Form • Interview
Experience	•	• Previous cleaning experience • Previous work experience in a school or early years settings • Service provision experience • Use of industrial cleaning equipment	• Application Form • References • Interview
Specialist Knowledge	•	• Understanding of Health and Safety issues	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Ability to work on own initiative and unsupervised	• Manual handling awareness • Ability to communicate with stakeholders eg members of the public, community groups etc	• Application Form • References • Interview
Other	•	•	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

