



1. JOB IDENTITY

Post Title:	Facilities Operative	Service:	Education & Children's Services
Section:	Support Services	Grade:	Tech Op E
Reports to:	Supervisory Janitor		

2. JOB PURPOSE

- Provide effective facilities services to educational establishments.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Ensure the provision of an effective janitorial service
- Provide a security service to educational establishments
- Assist in the supervision of children as required at the direction of the Head Teacher or member of EL&L SMT
- Undertake minor repairs as required
- Ensuring the maintenance and operation of heating plant, lighting systems and swimming pool plant
- Monitor cleaning services and report cleaning issues on an exception reporting basis
- Undertake portage duties
- Assist in the fulfilment of health and safety responsibilities within the establishment including briefing external users of the building on Health & Safety Policies
- Provide general support services
- Undertake grounds duties as required
- Standby and call out for Winter Maintenance duties as required

4. QUALIFICATIONS AND TRAINING

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| Essential: | <ul style="list-style-type: none"> • Academic achievement to SVQ2 level in a relative discipline or equivalent transferable experience and skills • Full current valid driving licence |
| Desirable: | <ul style="list-style-type: none"> • Trade qualification • Willingness to undertake further training |

5. EXPERIENCE

- Desirable:**
- Relevant trade background
 - Experience of dealing with the public, including young children

6. KNOWLEDGE AND SKILLS

- Essential:**
- Good communication and organisational skills
 - Ability to travel
 - Ability to use initiative in day to day duties
 - Ability to undertake manual lifting

7. ADDITIONAL REQUIREMENTS

Driving Compliance	This post has responsibility for and is required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post.