

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

JANITOR

UPLAWMOOR PRIMARY SCHOOL

ERN06619

EXTERNAL

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Advertisement

Job Description

Person Specification

This Recruitment Pack should contain all the information you require to complete your application.



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DEPARTMENT:	Education
JOB TITLE:	Janitor
JOB STATUS:	Part Time / Term Time – 39 Weeks
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	5
HOURLY RATE:	£13.4112 - £14.77
ANNUAL SALARY:	£12,237 - £13,476
HOURS PER WEEK:	17.5
WORK PATTERN:	Monday – Friday 14:00 – 17:30
LOCATION:	Uplawmoor Primary School

To provide a full and comprehensive janitorial service within the relevant location and to undertake Janitorial duties within the premises and ensure that they are maintained in a clean and hygienic condition.

You should have good communication skills and be able to work on your own or as part of a team. Janitorial and cleaning experience or similar is essential and supervisory experience is desirable. Previous experience of using ICT equipment & use of Email is essential.

On completion of additional years of service by 1 January of each year, following the anniversary of the date of appointment, your term time salary will



be adjusted to include a payment in lieu of the additional leave day accrued at the beginning of each leave year for the first 10 years of service.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note – East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website <https://www.workeastren.co.uk/>

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by



your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

Recruitment Dates

Closing date for applications: midnight on Sunday 18 October 2026

Shortleat date:

Interview date:

If you would like an informal discussion about the post, please contact Christopher Pashley, Janitorial & Cleaning Services Manager, on 07771533596. (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident



If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



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Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department:	Education
Division/Section:	Facilities Management
Job Title:	Janitor
Responsible to:	Supervisory Cluster Janitor
Grade:	5
Date Revised:	May 2025
Purpose of the Role:	To provide a full and comprehensive janitorial service within the relevant location.

Responsibilities

Act as key holder ensure the security of the premises and its contents including liaising with CCTV, patrolling the premises, operation of fire and burglar alarms and key holder responsibilities including opening and closing of premises).

Undertake and supervise all cleaning duties as required within the whole premises and grounds ensuring that they are maintained in a clean and hygienic condition.

Minor ground maintenance tasks eg litter picking and weeding, including all of the establishment's buildings, approaches, car parks, soft landscape grounds and all playing / communal areas within the school landscape grounds and all playing / communal areas within the school environment.

Undertake all administrative procedures as required in relation to security of premises, property complaints, maintenance activities, energy conservation and anti-vandalism measures.

Undertake portage including delivery of goods and materials ensuring safe storage.

Carry out handy person duties in line with agreed protocols in conjunction with Property & Technical Services, e.g. minor repairs and paintwork, assembly of flat pack furniture, replacing



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shelving, replacing light bulbs / tubes / sanding and sealing floors, clearing rooms in preparation for redecoration / refurbishment, and examination of water fittings to report faults.

Empty litter bins in designated areas and recycle in line with council policy.

In the event of snow or frost, ensure that reasonable pedestrian access within the premise environs is maintained.

Oversee and supervise staff as appropriate and undertake all administrative procedures as required using relevant IT software eg. in house training, quality conversation, RTW, ARM, ASM stage 1.

Organise the deployment of cleaning staff to cover for staff shortages where appropriate under guidance cluster manager if necessary.

Attend all training as required.

Checking janitorial and cleaning supplies ensuring adequate stock level.

Ensure that all cleaning and janitorial tasks are carried out in line with service SSOW and RA. For example cleaning equipment check, chemical use, manual handling and ladders.

Ensure that policies and procedures for vehicular access and egress to the school premises are implemented.

Undertake playground inspection as delegated on behalf of the building responsible person

Ensure that halls / public areas are set out / cleared as required for a range of uses, including the removal and storage of chairs and tables and assist with the erecting and dismantling of stages and platforms as required including for lets.

Conduct regular property inspections and liaise with Property & Technical Services or external contractors regarding property maintenance issues. Keep Head Teacher informed of property related matters.

Operate the building management system relevant to the site and associated tasks including heating and lighting (mechanical and or computer based).

Respond to unplanned incidents for example vandalism requirement to isolate area and notify relevant service and head of establishment.

Monitor the standard of cleaning undertaken on the premises and complete the associated documentation including completion of site record book, weekly inspection, and checking time sheets for work completed as appropriate.



Undertake fire alarm testing and legionella testing as appropriate including relevant documentation.

Undertake all administrative procedures as required in relation to security of premises, property complaints, maintenance activities, energy conservation and anti-vandalism measures.

Assist with the safety, welfare and good conduct of pupils whilst in the school environs particularly prior to the school day, during morning, midday and afternoon breaks and at the end of the school day.

Any other duties commensurate with the grade of the post as delegated by the Head Teacher or other person acting on his / her behalf.

Responsible for People Management including managing team performance and providing feedback. Managing sickness absence in line with policy and support team wellbeing. Holding regular one-to-one meetings to guide and address concerns. Support learning and development of team members.



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Ambition



Kindness



Trust

PERSON SPECIFICATION

POST OF:	JANITOR	DEPARTMENT:	Environment
GRADE:	5	SERVICE:	FACILITIES MANAGEMENT
ATTRIBUTES	ESSENTIAL	DESIRABLE	
PROFESSIONAL / EDUCATIONAL QUALIFICATIONS OR EQUIVALENT WORK EXPERIENCE	No minimum qualifications but applicants must be literate and numerate	BICS Cleaning Modules / Health & Safety or First Aid Appropriate practical qualification	
RELEVANT WORK / OTHER EXPERIENCE / SKILLS	Previous extensive Janitorial experience or equivalent Previous cleaning experience Knowledge of heating operating systems Previous experience of using ICT equipment & use of Email Willingness to learn new skills Good organisation skills Ability to work under pressure Practical skill such as DIY & an ability to operate cleaning equipment	Experience of delivering school-based grounds and building inspections & adherence to relevant health and safety / risk assessments Ability to demonstrate and train others in the practical use of cleaning equipment	

PERSONAL QUALITIES / BEHAVIOURS	Excellent communication skills Able to work well in a team and being able to interact with others as well as lead and motivate staff Enthusiastic and confident individual Ability to work on own initiative	
PEOPLE MANAGEMENT		Previous supervisory experience
ADDITIONAL JOB REQUIREMENTS	A flexible approach to working arrangements and willingness to adapt to alternative work patterns, at short notice when necessary, to meet service requirements	