

FALKIRK COUNCIL



Job Profile

Job Title:	Facilities (Soft Fm) - Janitor
Reporting to:	Building Services Officer - Janitorial
Responsible for Line Management of:	N/A
Your Job is to:	To ensure the safe, secure, and effective operation of school premises through the delivery of high-quality janitorial and facilities support services. This includes maintaining the cleanliness and safety of buildings and grounds, supporting school activities and lets, monitoring contractor performance, and contributing to a positive school environment. You will support the Headteacher by enabling them to focus on educational leadership through reliable site management.
Grade:	D
What you will do :	
Job Specific Tasks	
1. Responsible for security, Fire and Vandalism protection. This includes ensuring the safe opening and closing of premises, operation and testing of burglar fire alarms and operating the key control system 2. Responsible for the general upkeep of buildings and grounds. This includes ensuring all external areas are clean, are kept clear and communal areas and wash facilities within the building are clean 3. Responsible for building maintenance. This includes ensuring that contractors carry out/complete jobs and logging contractors on and off the premises 4. Maintain an inventory of janitorial supplies and equipment, submitting requisitions as required to ensure adequate supplies of janitorial materials, toilet rolls, paper towels, etc 5. As required take receipt of goods and stores delivered to the school, ensuring that these are logged as appropriate and delivered/ stored within the school. For example, bulk paper deliveries 6. As required, to provide janitorial support to other schools within the cluster. This includes the duties as described above and in addition the following facilities management duties within designated Schools when on site 7. Responsible for the school heating system. This includes operation of heating plant, ensuring the plant is checked and maintained and monitoring the economic use of the system 8. To assist the premises manager with the health and safety of the premises, plant and facilities. This includes isolating the danger where faults or breakages occur and reporting these in line with the Council's policies, procedures and codes of practice	

9. Responsible for assisting during the supervision of pupils under the direction of the Headteacher. The janitor may be required to have a presence in the playground or other areas within the school during the school day and when pupils are alighting or boarding school buses
10. Responsible for performing janitorial duties at another location within a defined cluster if required and as directed by the designated Officer

Job Demands

1. You will be based in a School/ELC Centre with travel between locations.
2. You will be required to plan and organise your own workload.
3. You will be required to work to deadlines.
4. You may be required to handle cash or process financial transactions such as invoices
5. You will be responsible for use & safekeeping of relevant payment method (e.g. key fob, fuel card, PIN) for re-fuelling purposes
6. You will be expected to communicate well with colleagues and others.
7. You will have excellent written and verbal communication skills.
8. You will apply and ensure adherence to statutory regulations.
9. You will apply and ensure adherence to regulations or Council policy
10. You will be responsible for the security and management of a building.
11. You will be responsible for moderately expensive equipment.
12. You will be required to work early mornings and/or evenings.
13. You will be required to maintain confidentiality at all times.
14. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Gain/maintain PVG membership for working with Children		Application Form Interview
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Organisational skills • Customer care skills • Problem solving skills • Attention to detail • Relevant experience is required. • Experience in moving and handling. • Experience of COSHH regulations. • Experience of relevant legislation. • Experience using MS office packages.	• Report writing skills • Experience working with children and young people. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview