

JOB PROFILE

Job Title: JANITOR - Grade G

Post No: Generic

OUTLINE OF DUTIES:

Under the direction of the Head Teacher, the Janitor will be responsible for:

- The security of the premises and its contents, including the operation of fire and security systems and keyholding responsibilities. This will involve patrolling all areas of the premises and playgrounds.
- The lighting and heating within the premises, including maintenance and operation of heating plant where required, replacing light bulbs and tubes, etc.
- Scheduling maintenance and alarm checks, taking into account school activities, at least a term in advance.
- Porterage duties including storekeeping.
- Handyperson duties including carrying out minor repairs to fabric and furnishings within in the buildings. This also includes grass cutting duties and some grounds maintenance. In winter, the gritting and clearing of paths and steps to ensure general safety around the school grounds.
- Undertaking initial checks or inspections and identifying major repair works required and reporting these to the Head Teacher.
- Liaising with operatives from Building Services or other Departments within the Authority and other agencies to ensure appropriate paperwork is completed prior to any works taking place in the buildings. Ensuring relevant health and safety measures have been put in place prior to any works being carried out and relaying these to the Head Teacher and other staff.
- Assisting in school lets, usually outwith normal working hours, and providing necessary equipment (including ICT) and resources as required.
- Assisting in securing the safety, welfare and good conduct of pupils whilst in the school environs particularly prior to the school day during morning mid-day and afternoon breaks and at the end of a school day.
- Undertaking routine and emergency cleaning duties as required within the whole premises including environs and grounds eg., removal of graffiti from walls and doors, accidental spillage etc.

- Participating in the various school administrative procedures relating to maintenance activities, energy conservation and anti-vandalism measures.
- Accepting deliveries made to the school, and checking delivery notes and invoices.

From time to time, the Council may require the postholder to undertake duties outside those specified.

This job will be carried out in a single-janitor establishment or group of establishments.

The Janitor may be required to work on a rota basis to cover evenings and weekends when the school is being used.

PERSON SPECIFICATION

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	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	Sense of responsibility in relation to security and safety of premises A friendly and approachable manner Ability to relate well to young people Ability to work flexibly Ability to work on own initiative Ability to contribute to teamwork Physically fit	
<u>Relevant Experience</u>	Experience of work of a practical nature (eg. DIY, etc)	Trade background.
<u>Education</u>	Possession of Standard/O Grades (or equivalent) qualification	

<u>Skills, Abilities and Knowledge</u>	Ability to undertake portorage and handyperson duties	Knowledge of some basic First Aid
	Ability to liaise with representatives or other agencies/Services	Manual Handling Skills
	Ability to maintain good order and discipline in a friendly manner	
	General Awareness of Health and Safety and ability to undertake training appropriate to the requirements of the job.	
	Ability to complete paperwork records	
	Ability to travel between different Schools, potentially across a wide geographical area.	

Allowances:

Evaluated Grade: G

Date of Evaluation: 14/10/09

Date of Last Amendment: 23/03/2015