Role Profile

Post Title:	**Janitor/Cleaner (Peripatetic)**
Grade:	**Living Wage**
Date Created:	**20th October 2025**

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 polices 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.

- 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.

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	• UK Driving Licence • Required to join the PVG scheme	•	• 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
Focus 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
Passion 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
Inspiration 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