ORKNEY ISLANDS COUNCIL

Janitor (Relief)

As per advert

At a glance:

Grade: B
Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Provide a janitorial service to the school, including general cleaning and maintenance

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

5.6 weeks statutory annual leave, inclusive of Public Holidays (pro-rata)	Comprehensive induction process
Potential to join Local Government Pension Scheme	Employee Assistance Programme

Main Duties and Responsibilities

- General cleaning duties, dealing with reactive cleaning requirements such as sickness and spillages.
- Moving furnishings and property within and, occasionally, out with the school.
- Maintaining stock of janitorial supplies.
- Ensuring adequate supplies of hygiene materials in classrooms, office areas and toilets.
- Pupil supervision before, during and after school.
- Video/recording school broadcasts, as required.
- Assisting evening events run by the school and with evening lets (depending on the establishment).
- Planning use of available time to ensure all above duties are carried out.
- Providing evaluation and feedback and contributing towards record keeping.
- Maintaining and operating heating plant in accordance with instructions from the Building Inspector and Head Teacher.
- Being responsible for carrying out routine maintenance checks and recording of plant and equipment, as required, in accordance with instructions from the Building Inspector and Head Teacher.
- Replacing low level light bulbs/tubes, resetting fuses etc.
- Being responsible for work in accordance with Health and Safety standards, e.g., recording fire drills, emergency alarm activation, emergency equipment.
- Liaising with OIC personnel and external contractors.
- Key holder responsibilities, including ensuring security of the premises and responding to emergency alarms.
- Maintaining the grounds of the school and community centre (if applicable), e.g., keeping hard areas free of debris, grass-cutting, weeding.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Good general standard of education
First Aid Qualification or willingness to work towards
Experience of general maintenance and cleaning functions.
Experience of using a wide variety of tools and equipment.
Sound understanding of Health and Safety and security issues.
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	Level 2 PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No