Job Description

Janitor

Job Purpose
As a Janitor, you will maintain school premises' cleanliness and safety. You will be responsible for ensuring a clean and safe environment for staff, pupils, and visitors. You will clean, perform litter patrol, porter, and conduct minor repairs. You will ensure building security, open/close the school, and serve as an emergency contact outside school hours.

Responsibilities	
Maintaining cleanliness of assigned areas, buildings, and facilities	
Activity	• Performing specific cleaning duties at other times and during school holidays • Performing routine maintenance tasks and reporting any damages or repairs needed • Restocking supplies as needed • Operating cleaning equipment • Undertaking small aspects of ground maintenance • Reporting faults to the headteacher and carrying out minor repairs • Checking that heating and ventilation systems are fully maintained and serviced • Conducting internal litter patrol after morning interval and lunchtime • Clearing snow and ice from paths, roadways, steps, and car parks during inclement weather
Providing assistance with rearranging furniture and supervision as needed	
Activity	• Assisting with event set-up and clean-up • Setting up rooms for activities, meetings, etc. • Assisting dining room staff with the setting

	up of the hall • Assisting in supervision during school breaks and occasionally on trips outwith the school • Assisting in the supervision of pupils during school meals-packed lunches • Assisting with student supervision at morning interval and lunchtime • Assisting with maintenance of good student behaviour
Playing an active part in the security and Health and Safety policy of the school	
Activity	• Checking security of the school grounds daily and the fire alarm system weekly • Opening up and locking the school as required • Acting as an emergency contact outwith school hours • Operating the heating plants efficiently to ensure appropriate building temperatures are maintained • Ensuring compliance with health and safety regulations • Acting as key-holder for the buildings and attending emergency call outs • Checking security of buildings and grounds
Liaising with tradesmen and assisting teachers with practical preparations	
Activity	• Assisting teachers with preparation of some practical teaching materials when appropriate • Liaising with tradesmen working in school
Managing procurement and ensuring timely supply receipt to support janitorial tasks efficiently	
Working alongside your team with no supervisory responsibility	
This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be necessary by	

the Line Manager and/or Director to meet the needs and responsibility of the Service and the Council.

Requirements		
Education	Possess a good education level or BICS credentials	Essential
Experience	Have experience in cleaning and maintenance work	Non Essential
Competency	Be physically fit and able to undertake manual tasks	Essential
Knowledge	Have knowledge of Health and Safety regulations	Non Essential
Skill	Demonstrate the ability to work effectively as part of a team, while also displaying self-sufficiency	Essential
Skill	Be able to work flexibly and follow instructions and procedures accurately	Essential
Skill	Have good practical, organisation, and communication skills	Essential
Other	Have a full manual driving licence	Non Essential

Competency Behaviours	
Level:	1

Great Service
We are committed to delivering Public service and working effectively with Partners, Suppliers & Stakeholders to deliver Value for Money services to external & internal customers. We use feedback to resolve complaints and inform Service improvements and accessibility. We manage & deploy (shared) Resources to deliver services that are seamless and accessible from a single point.

Diversity
We maintain a positive culture of respect for all employees, customers, partners & stakeholders feel valued as individuals, can give their best and participate in Services. We embrace the values & benefits of a diverse living and working environment.

Change
We work constructively together and in collaboration with customers, staff, partners and stakeholders to prepare & equip ourselves for the future. We use recognised change models to plan & implement service changes and reflective ls to enable modernisation, continuous improvement, & problem solving.

Communication
We aim to use clear, unambiguous language that enables an accurate exchange of relevant, factual information and which is appropriate to the audience. It avoids misinformation which can lead to mistakes and undermine our trust in each other. Meaningful communication underpins all our activities, meetings, plans and customer interactions and enables us to be more effective in all aspects of work.

Working Together
We work constructively together, putting our customers & staff at the heart of what we do. We build an ethos of collaboration, mutual respect & knowledge sharing to enable productive discussions which are critical to achieving service improvement & change that delivers SBC Priorities & outcomes.

Performance
We understand the expectations of our individual & team roles. Employees feel engaged and enabled. We identify development needs and how they support delivery of SBC priorities, value commercial awareness, understanding the financial, budget and supplier impact on performance. We value and seek constructive feedback to inform performance improvements.

Digital Innovation & Solution Focused Statement

Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.

All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Equality Statement

Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Equality

Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Health and Safety Statement
All employees must take reasonable care for the health and safety of themselves, those they manage, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

Job Code	
Job Code	INE112