JOB PROFILE

Job Title: **Janitor**

Post No: **Generic**

OUTLINE OF DUTIES:

Under the direction of the Head Janitor, 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.

- 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 Janitor.

- 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 grafitti from walls and doors, accidental spillage etc.

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

This job will be carried out in an establishment or group of establishments, with more than one Janitor.

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

PERSON SPECIFICATION

Post Title: Janitor

Post No: Generic

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.

2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.

3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	**DESIRABLE**
Personal Features/Qualities	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	
Relevant Experience	Experience of work of a practical nature (eg. DIY, etc)	Trade background.
Education	Possession of Standard/O Grades (or equivalent) qualification	
Skills, Abilities and Knowledge	Ability to undertake porterage and handyperson duties	Knowledge of some basic First Aid
		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.	Full current UK valid Driving Licence
	Ability to complete paperwork records	
	Ability to travel between different Schools, potentially across a wide geographical area.	

Allowances: Distant Islands Allowance
Evaluated Grade: F
PVG Membership: C
Disclosure Check: N
Date of Evaluation: 07/10/2010
Date of Last Amendment: 20/03/2015