

## Lead Janitor

|               |                                |        |     |
|---------------|--------------------------------|--------|-----|
| Reference No: | A5575                          |        |     |
| Service:      | Facilities Management          |        |     |
| Job Family:   | Cleaning/Caretaking/Janitorial | Grade: | FC5 |

### Purpose

To line manage Assistant Janitors and provide support to Cleaning Staff and occasionally work placements. To undertake duties relating to the operation of buildings and surrounding grounds, ensuring minimal disruption to the daily activities of establishment users.

Mainly based at one principal location but will be required to undertake duties at other locations under the direction of the Facilities Co-ordinator as required.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

The post holder will be expected to line manage and take responsibility for a team within Education establishments and report directly to the Facilities Co-ordinator. They will be required to work independently within multiple establishments and use their initiative to respond to site specific problems across numerous sites.

Line managing Assistant Janitors and Work Placements, including carrying out induction and training of new staff, attendance management, completing and authorising electronic

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**

**D**

Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at Credit level or equivalent

✓

Experience in a similar environment

✓

Full UK Driving licence

✓

Practical DIY Skills

✓

## Role Profile

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility | <b>E</b>                   | <b>D</b> |
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| <p>timesheets, annual leave authorisations and participating in recruitment and selection etc.</p> <p>The following tasks form part of the Lead Janitor role along with the responsibility for ensuring these tasks are completed within their area, either by utilising the resources in their team where they fall within the remit of the Assistant Janitor role profile or completing the task themselves.</p>                                                                                                                                                                      |                                                                                                                                           |                            |          |
| <p>Undertaking prescribed cleaning procedures e.g. top ups in various establishments and ensuring all bodily fluid/spillages are dealt with in accordance with Service guidelines</p> <p>Opening educational establishments and grounds at prescribed times and securing at the end of the working day. Co-operating with all appropriate personnel and agencies in maintaining the security and safety of the premises.</p> <p>Patrolling the premises and associated grounds, monitoring public areas and generally ensuring that security is maintained during hours of opening.</p> | <p>Willingness to undertake training relevant to the job</p> <p>Security awareness</p>                                                    | <p>✓</p> <p>✓</p>          |          |
| <p>Carrying out prescribed procedures in the event of fire, flooding, accident or damage including liaising with appropriate staff, contractors etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Communication Skills</p> <p>Organisational Skills</p> <p>Team Player</p>                                                               | <p>✓</p> <p>✓</p> <p>✓</p> |          |
| <p>Informing the appropriate member of staff as and when security or safety risks arise. Take appropriate action where it is deemed safe to do so, including liaison with the police, e.g. in relation to unauthorised entry or vandalism.</p> <p>Undertaking regular testing/recording of fire alarms system and report issues accordingly. Working closely with staff responsible for the fire</p>                                                                                                                                                                                    | <p>Experience and ability to deal with people at all levels</p> <p>Written/digital communication skills e.g., reporting faults.</p>       | <p>✓</p> <p>✓</p>          |          |

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| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility | <b>E</b> | <b>D</b> |
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| <p>drill procedures in school hours and during evening / weekend / holiday opening hours if applicable</p> <p>Checking the lighting system throughout the building ensuring that internal and external areas are adequately lit including replacing lighting materials and fuses in accordance with agreed procedures. Ensuring the heating plant is operational and reporting any issues if necessary. Monitoring fuel stock and ordering as necessary. Keeping supply services area clear at all times.</p> <p>Liaising as required with outside contractors, either directly or through property services staff. Ensuring contractors have signed the asbestos risk register.</p> |                                                                                                                                           |          |          |
| <p>Ensuring that sports halls, public areas, assembly halls and classrooms are set out/ cleared as required for a range of uses, including the removal and storage of chairs and tables, erecting and dismantling stages, platforms etc. All of this in accordance with health and safety and manual handling procedures.</p> <p>Carrying out simple repairs of a DIY nature e.g. re-securing a threshold plate, tightening a hinge.</p>                                                                                                                                                                                                                                             | <p>Experience of moving and handling</p> <p>DIY skills</p>                                                                                | ✓        | ✓        |
| <p>Ensuring that litter is cleared regularly from inside the building and from relevant external areas.</p> <p>Ensuring that graffiti is removed/concealed as soon as possible.</p> <p>Carry out light weeding and general upkeep of grounds.</p> <p>Observing established health and safety procedures and ensuring these are applied appropriately, Patrolling the premises and associated grounds, monitoring public areas and generally ensuring that security is maintained during hours of opening.</p>                                                                                                                                                                        | <p>Ability to work on own initiative</p>                                                                                                  | ✓        |          |
| <p>Clearing pathways during inclement weather and/or taking preventative or remedial action in line with agreed procedures</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Experience of moving and handling</p>                                                                                                  | ✓        |          |

## Role Profile

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:                                                                                                                                                                                                                          | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility | <b>E</b>   | <b>D</b> |
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| Undertaking a number of routine inspections e.g. Asbestos as per agreed schedules.<br><br>Carrying out and record legionella tests.                                                                                                                                                                                                                              |                                                                                                                                           |            |          |
| Communicating and working effectively with other cluster staff, headteachers, business managers, centre heads, senior staff, students and members of the public.                                                                                                                                                                                                 | Communication skills<br><br>Customer care skills                                                                                          | ✓<br><br>✓ |          |
| Transporting materials and equipment throughout the building, ensuring that these are stored appropriately. Porterage duties in accordance with health and safety legislation and moving and handling principles.                                                                                                                                                | Knowledge of Health and Safety at work                                                                                                    | ✓          |          |
| Undertake school crossing duties as and when required.                                                                                                                                                                                                                                                                                                           |                                                                                                                                           |            |          |
| Member of the standby team (Voluntary) which involves responding to emergency callouts in accordance with established procedures, including attending at the location, contacting appropriate authorities, inspecting for damage and theft, effecting repair and where necessary, liaising with contractors / emergency services on site.                        |                                                                                                                                           |            |          |
| Undertaking cash handling, cashless catering duties and/or escorting designated staff on banking duties in accordance with procedures.                                                                                                                                                                                                                           |                                                                                                                                           |            |          |
| Swimming pool: <ul style="list-style-type: none"> <li>• undertaking tests, back washes and maintenance in accordance with the agreed procedures</li> <li>• cleaning the swimming pool/external surroundings to specification</li> <li>• ensuring chemical stocks for pools are sufficient/day tanks are kept filled, where necessary order chemicals,</li> </ul> |                                                                                                                                           |            |          |

E = Essential Criteria    D = Desirable Criteria

## Role Profile

| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:                                                  | Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p>ensure receipts are collected and returned to the relevant officer</p> <ul style="list-style-type: none"> <li>Taking remedial action to ensure the safety of users.</li> </ul> |                                                                                                                                    |   |   |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.                                                                                     |                                                                                                                                    |   |   |

| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: |                                                                                                                                    |   |   |
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| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:            | Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
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|                                                                                                                                             |                                                                                                                                    |   |   |
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| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required                                                                                                       |                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement. |                                                                                                                                                                                                                         |
| Additional Information – the following information is available:                                                                                                                               | Expected Behaviours                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>                                                                         | <p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p> |

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Issue date: October 2023

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