



Role Profile

Assistant Janitor			
Reference No.	I413.01	Type	Individual
Service	Assets, Transportation and Environment, Facilities Management Service		
Job Family	Technical	Grade	FC3

Purpose
Under the direction of Janitors, to deliver a multi-functional Service to Educational Establishments. To undertake duties relating to the operation of buildings and surrounding grounds, ensuring minimal disruption to the daily activities. To provide a School Crossing Service to schools and associated Educational Establishments.

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
The post holder will be expected to work as part of a team within the Secondary Sector and report directly to the Janitor and also independently within other Establishments and use their initiative to respond to problems.	Cleaning experience. (Deliver Results – See How We Work Matters Framework)	✓	
	Practical DIY Skills		✓
Undertaking prescribed cleaning procedures as directed in various establishments and ensuring all bodily fluid/spillages are dealt with in accordance with Service guidelines	A general level of education	✓	
Ensuring that educational establishments and grounds are opened at prescribed times, and that they are secure at the end of the working day. Co-operating with all appropriate personnel and agencies in maintaining the security of the premises.	Willingness to undertake enhanced training	✓	
	Security awareness.	✓	

E = Essential Criteria D = Desirable Criteria

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Patrolling the premises and associated grounds, monitoring public areas and generally ensuring that security is maintained during hours of opening.			
Responding to emergency call-outs 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. Carrying out prescribed procedures in the event of fire, flooding, accident or damage including liaising with appropriate staff, contractors etc.	Communication Skills Organisational Skills (Take ownership) Team Player (Work together)	✓ ✓ ✓	
Informing the appropriate member of staff as and when security or safety risks arise. Also 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. Undertaking regular testing/recording of fire alarms system and reporting accordingly. Also working closely with staff responsible for the fire drill procedures in school hours and during evening / weekend / holiday opening hours. Periodically 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. Monitoring the condition of the heating plant, notifying the appropriate staff member of the need for repair or maintenance. Monitoring fuel stock and ordering as necessary. Keeping supply services area clear at all times. Ensuring the required temperature levels are maintained throughout the premises in accordance with the Councils energy conservation	Experience and ability to deal with people at all levels (Focus on customers) Written communication skills e.g. requisition filing, report writing (Embrace technology and information)		✓ ✓

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arrangements. Liaising as required with outside contractors either directly or through property services staff.			
Ensuring that halls/sports halls/public areas/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. where possible. All of this in accordance with health and safety and manual handling procedures.	Ability to provide a regular and effective service.	✓	
Ensuring that litter is cleared regularly from inside the building and from all external surfaces within the boundaries of the establishment, including all weather surfaces and soft playing areas. To ensure the grounds of schools/playing fields are kept tidy and litter free. Ensuring that graffiti is removed/concealed as soon as possible. Observing established health and safety procedures and ensuring these are applied appropriately.	British Institute of cleaning science certification		✓
Clearing pathways/take remedial action under the direction of the Janitor or Facilities Co-ordinator in the event of snow and frost.			
Undertaking a number of routine inspections e.g. Asbestos, hardwire electrical, as per agreed schedules Carrying out and record legionella tests.			
Assisting the Janitor in the cleaning of swimming pool surrounds / changing areas when required. Undertaking a swimming pool test and to log the results and to call the Janitor for remedial action to be taken when trained to do so. Providing a safety presence for Janitors when they are topping up swimming pool chemicals, to call for assistance in emergencies.	Knowledge of Health and Safety at work Current Driving Licence		✓ ✓

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Communicating and working effectively with other cluster staff, headteachers, business managers, centre heads, senior staff, students and members of the public. Some experience of working in a similar type of role/environment would be desirable.			
Transporting materials and equipment throughout the building, ensuring that these are stored appropriately. Staff must be trained and equipped to undertake portering duties in accordance with health and safety legislation.	Have the ability to travel to numerous locations within the specified area of work.	✓	
Undertake school crossing duties routinely as part of the normal day to day duties.			
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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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results