



Role Profile

| JANITOR | | | |
|----------------|---|-------|------------|
| Reference No. | I589.01 | Type | Individual |
| Service | Assets, Transportation and Environment, Facilities Management Service | | |
| Job Family | Technical | Grade | FC5 |

| Purpose |
|---|
| <p>To provide direct support to Assistant Janitors/Work Choice Assistant Janitors, Cleaning Staff and occasionally work placement places. To undertake duties relating to the operation of buildings and surrounding grounds, ensuring minimal disruption to the daily activities of establishment users.</p> <p>Mainly based at one principal location, but may be required to undertake duties at other locations under the direction of the Facilities Coordinator</p> |

| 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 |
|---|--|---------------------|----------|
| Undertaking minor maintenance, compliance checks and associated documentation, repairs and security duties. | Experience in a similar environment (Deliver Results – See How We Work Matters Framework) Ability to provide a regular and effective service Ability to travel throughout Fife at short notice | ✓ ✓ ✓ | |
| Ensuring established energy management/building maintenance procedures and established health and safety procedures, are applied appropriately. | Experience of working to processes and procedures Knowledge of Health and Safety at work | ✓ | ✓ |

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 |
|--|---|------------|----------|
| Undertaking tasks which will be of a DIY nature, limited by the particular skills, experiences and/or training of individuals, the availability of tools and related equipment and the overriding importance of safety considerations. | Practical DIY Skills | ✓ | |
| Responding to problems and resolving issues, either as part of a team or using own initiative. | Initiative taking skills (Take ownership) Problem solving skills | ✓ ✓ | |
| Supervising Assistant Janitors, Work Choice Assistant Janitors, Work Placement staff and other employees, including carrying out induction and training of new staff, attendance management, completing timesheets, annual leave authorisation and participating in recruitment and selection etc. | Supervisory skills Team working skills (Work together) | ✓ | |
| Ensuring that educational establishments and grounds are opened at prescribed times, and that they are secure at the end of the working day and co-operating with all appropriate personnel and agencies in maintaining the security of the premises. | Knowledge of security issues Time management skills | ✓ | |
| Informing the appropriate member of staff as and when security or safety risks arise, taking 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 of fire alarms system, reporting accordingly, and 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 and keeping supply services area clear at all times. | | | |

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 |
|--|---|---|---|
| Ensuring the required temperature levels are maintained throughout the premise in accordance with the Councils energy conservation arrangements. | | | |
| Liaising as required with outside contractors either directly or through property services staff, ensuring (with heads) that contractors have the necessary Public Liability Insurance and they comply with relevant aspects of Health and Safety Legislation. | Communication skills | ✓ | |
| 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, in accordance with health and safety and manual handling procedures. | Organisational skills | | |
| 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. | | | |
| Undertaking routine and top up cleaning, ensuring that establishments are clean and fit for purpose, and that graffiti is removed/concealed as soon as possible, as well as clearing up body and other emergency spillages in accordance with agreed procedures. | Cleaning experience British Institute of cleaning science certification | ✓ | ✓ |
| Clearing pedestrian access within the school boundary in the event of issues such as snow and frost, utilising the Service tractors/machinery to assist when authorised. | | | |
| Undertaking reception duties; dealing with enquiries from members of the public, teaching staff, students and other support staff, some of this may involve the use of computer based information systems. | Interpersonal skills (Focus on customers) IT skills (Embrace technology and information) | ✓ | ✓ |
| Undertaking cash handling, driving minibus or other council vehicles, cashless catering duties and/or escorting designated staff on banking duties in accordance with procedures. | | | |
| Using manual handling procedures to transport materials and equipment throughout the building, ensuring that these stored appropriately in accordance with health and safety legislation. | | | |

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 |
|--|---|----------|----------|
| Routinely undertaking School Crossing Duties as part of the day to day duties. | | | |
| Where the school has a swimming pool; <ul style="list-style-type: none"> • undertaking tests and maintenance in accordance with the agreed procedures • cleaning the swimming pool/external surroundings to specification • ensuring chemical stocks for pools are sufficient/day tanks are kept filled, where necessary order chemicals through the swimming pool administrator, ensure receipts are collected and returned to the pool administrator. | | | |
| 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: | | | |
|--|---|----------|----------|
| 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 |
| | | | |
| | | | |
| | | | |

Role Profile

| 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"/> | |

| Additional Information – the following information is available: |
|--|
| <ul style="list-style-type: none"> • 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: |
|--|
| <ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results |