

## ERSKINE STEWART'S MELVILLE SCHOOLS



### **Job Description**

#### **Assistant Janitor**

#### **Purpose of Job**

To facilitate the efficient operation of the ESMS schools, ensuring the safety and security of the school site and the cleanliness of the schools, and to prepare the schools for school activities and third party lettings.

#### **Accountability**

The Assistant Janitor is accountable to the Head Janitor and, thereafter, to the Head of Estates and Facilities.

#### **Authority**

The Assistant Janitor has authority as delegated by the Head Janitor and the Deputy Head Janitor and other promoted staff.

#### **Key Relationships**

The Assistant Janitor works alongside the other Assistant Janitors, the Head Janitor and the Deputy Head Janitor.

#### **The Post:**

#### **Key Responsibilities:**

#### **Vision and Values**

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

#### **Working with Others**

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Taking responsibility for personal development.

#### **Community**

- Positive relationships with parents and the wider ESMS community

## **Safeguarding**

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

## **Supporting the leadership of the Schools/ Duties and Responsibilities**

### **Security & Safety**

- The security of the school site at all times; in particular, act as Fire Officer between 4.00pm and 10.30pm on weekdays if on back-shift duty, and between 8am and 1pm on Saturdays if on weekend duty.
- The reporting, at the earliest opportunity, of all instances of property crime and incidents of a suspicious nature to the Head Janitor or Head of Estates and Facilities.
- Monitoring of CCTV and alarms– including weekly Fire Alarm testing and records.
- Fire Hazard checks and ensuring Fire Exits are not being obstructed.
- Implementation of all relevant Health and Safety procedures, e.g. Emergency evacuations for fire and any other emergency.

### **Visitor & Traffic Management**

- Welcoming pupils, staff, visitors, and guests on campus and assisting with directions and escorting as required.
- Directing vehicles entering and exiting the campus and prevention of conflict with pedestrians.

### **Facilities & Maintenance**

- Ensuring that all relevant equipment is in a safe working condition and to assist with minor repairs as appropriate and as commensurate with a good DIYer. E.g. changing light bulbs, florescent tubes, minor repairs to locks and handles etc.
- Providing the monthly recording of the gas, electricity and water meter readings to the Finance department.
- Participate in the Schools electronic Estates Asset Management system with regard to carrying out and recording cyclical maintenance and work requests e.g., water flushing, security checks, fire call point checks etc. and daily, weekly, monthly.
- After appropriate training assist with the carrying out of PAT testing and logging results across all of the school sites.
- Unblocking of internal sinks, toilets and external drains, gullies, and traps.

### **Cleaning & Waste Management**

- The removal of rubbish, emptying of bins and picking up of litter from all parts of the school property and sites.
- The carrying out of specific cleaning requirements with regard to sickness and blood, where exceptional circumstances occur, and particular cleaning instructions are specified.
- The carrying out of general cleaning duties including any spillages or

breakages.

### **Logistics & Portage**

- Lifting, moving, and transporting goods, furniture, and equipment around campus and in relation to specific events - some heavy lifting will be required.
- General portage duties including the receipt of deliveries and incoming mail to the school, and subsequent onward delivery to departments across ESMS sites.
- Ensuring that all assembly, dining, and other halls are operationally serviced to carry out all relevant school functions and other ancillary functions as deemed necessary by the schools' management.

### **Grounds & Outdoor Duties**

- Assisting the Grounds Team with gritting and clearing of snow and ice from the playground, footpaths, steps, and entrances.

### **School Vehicle Responsibilities**

- To drive the school minibus, as and when required ensuring the maintenance and weekly checks are carried out and records are maintained.
- Wash the school vehicles on a monthly basis.

### **Other Duties**

- Carry out general duties as may reasonably be requested by the Head Janitor or any other person who has line management authority to do so.

### **Person Specification**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Knowledge of Health and Safety procedures and best practices.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience in a Janitorial or a caretaking role</li><li>• Previous cleaning experience</li><li>• Previous experience of working in a school setting</li><li>• Training and experience of manual handling</li><li>• Basic knowledge and experience of implementing security and fire systems and procedures.</li></ul>
<b>Education/Qualifications</b>		<ul style="list-style-type: none"><li>• First Aid qualification.</li></ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"><li>• Physical ability to walk, bend, push, pull and lift</li></ul>	

	<p>repetitively during working hours</p> <ul style="list-style-type: none"> <li>• Excellent communication skills (orally and in writing) and interpersonal skills, for the purpose of Health and Safety and the ability to follow instructions</li> <li>• Ability to multi-task and prioritise own workload with good attention to detail</li> <li>• Excellent self and time-management skills</li> <li>• Proficient in the full Microsoft.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Boundless energy and resilience to allow challenges to be viewed as opportunities</li> <li>• Dealing with every situation calmly and professionally</li> <li>• A desire for fairness, dignity, and respect in every interaction</li> <li>• Active listening and authenticity</li> <li>• The highest level of personal integrity</li> <li>• Independent, self-motivated, and organised; with an ability to work independently and as part of a team.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Full, clean UK Driving Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Driving License with minibus and trailer entitlement (D1 and D1E).</li> </ul>

## REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>The post</b>	This is a permanent, full time position available immediately (subject to satisfactory pre-employment checks).
<b>Hours</b>	<p>The hours of work will be Monday to Friday on rotational shifts with 45 minutes unpaid for lunch. There is entitlement to a free school lunch during term time. The Janitorial team work on a shift rota, have on-call duties and overtime will be required on occasion. Additionally, each member of the janitorial team will take it in turn to cover 1 in 4 weekends which will consist of-</p> <ul style="list-style-type: none"><li>• Saturday 8.00am-1.00pm and 1.00pm-9.30pm on call</li><li>• Sunday 8.00am-9.30pm on call</li></ul> <p>A paid working week of 46.875 hours.</p>
<b>Salary</b>	The salary for this role is £30,430 per annum which is point 10 on the ESMS Estates Salary Scales.
<b>Location</b>	The Assistant Janitor will work across all school sites including Inverleith.
<b>Holiday</b>	Entitlement is to 25 days' annual holiday leave plus 10 days' statutory holiday when the schools are closed. The Schools holiday year runs from January to December.
<b>Pension</b>	Candidates will be enrolled automatically into the School's Pension Scheme.
<b>Eligibility</b>	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
<b>Staff Benefits</b>	Staff are offered a range of benefits including: use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

**The closing date for applications is 12pm on 23 May 2025. We anticipate interviews will be held shortly thereafter.**