



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	Assistant Janitor
DEPARTMENT	Estates and Facilities
REPORTS TO	Head Janitor

ROLE DETAILS	
PURPOSE OF THE ROLE	To facilitate the efficient operation of the ESMS schools, ensuring the safety and security of the school site, 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
RELATIONSHIPS	<ul style="list-style-type: none"> • Other teams within the Estates and Facilities department and wider School • Pupils • Teachers

DUTIES AND KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Ensure the security of all School sites and act as a 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 • Monitor and complete various checks of different alarms and procedures, including Fire Hazard checks, fire alarm testing, ensuring operation of CCTV and ensuring emergency exits are not obstructed • Carry out various facility management tasks to ensure that all relevant equipment is in a safe working condition and to assist with minor repairs as appropriate, including minor prepares to locks and handles, changing light bulbs etc. • 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 • Carry out cleaning and waste management tasks to maintain the cleanliness and safety of the Schools, including removal of rubbish, unblocking internal sinks, toilets and external drains, cleaning up spillages or breakages and any other cleaning specific requirements where exceptional circumstances occur • To move, transport and lift any goods or furniture and equipment around the School sites in relation to specific events and ensure all buildings and frequently used facilities, including assembly, dining and other halls are operationally serviced • Carry out portorage duties including the receipt of deliveries and onward delivery to various departments across the Schools • To drive the Schools minibus as and when required and ensure the maintenance and weekly checks are carried out
--	---

	<ul style="list-style-type: none"> • Support with the direction and escorting of staff, visitors and vehicles as and when required • To carry out general duties as reasonably requested by the Head Janitor or any other person the Assistant Janitor may report to
--	--

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience		<ul style="list-style-type: none"> • Previous experience in a Janitorial or a caretaking role • Previous cleaning experience • Previous experience of working in a school setting • Training and experience of manual handling • Basic knowledge and experience of implementing security and fire systems and procedures
Education/Qualifications	<ul style="list-style-type: none"> • Full, clean UK Driving Licence 	<ul style="list-style-type: none"> • First aid qualification • Driving License with minibus and trailer entitlement (D1 and D1E).
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Physical ability to walk, bend, push, pull and lift repetitively during working hours • Excellent communication skills (orally and in writing) and interpersonal skills, for the purpose of Health and Safety and the ability to follow instructions • Ability to multi-task and prioritise own workload with good attention to detail • Excellent self and time-management skills • Proficient in the full Microsoft. 	
Personal Attributes	<ul style="list-style-type: none"> • Boundless energy and resilience to allow challenges to be viewed as opportunities • Dealing with every situation calmly and professionally • A desire for fairness, dignity, and respect in every interaction • Active listening and authenticity • The highest level of personal integrity • Independent, self-motivated, and organised; with an ability to work independently and as part of a team. 	