



# George Heriot's School

Founded 1628

## Job Description

**Job Title:** Janitor  
**Responsible to:** Estates Manager via the Estates Operations Manager  
**Hours:** 37 Hours per Week

### Summary:

The Janitor is one of a team of eight Janitors, whose main duties lie in security of people and the campus, preparation of premises for School activities and events (both routine and non-routine), traffic/ parking control and portering. The Janitors have an increasingly important role in maintaining the security of the School and in the welcome provided to visitors to the site.

Reporting to the Estates Manager, via the Estates Operations Manager, the position includes, but is not limited to the following:

- Opening and closing of the premises
- Welcoming pupils, staff, visitors and guests on campus and assisting with directions and escorting as required.
- Lifting, moving and transporting goods, furniture and equipment around campus and in relation to specific events- some heavy lifting will be required
- Implementing policies and procedures to ensure the security of all people on the School campus
- Attending out of hours for alarm activations as required
- Providing ancillary support to the day to day running of the School
- Implementation of all relevant Health and Safety procedures, e.g. Emergency evacuations.
- Traffic control - directing vehicles entering and exiting the campus and prevention of conflict with pedestrians
- Assisting with and participating in ceremonial occasions when required
- Ensuring that all relevant equipment is in a safe working condition and to assist with minor repairs as appropriate. Eg: light bulbs, locks etc.
- Monitoring of CCTV and alarms– including weekly Fire Alarm testing and records
- Fire Hazard checks and ensuring Fire Exits are not being obstructed
- Assisting with playground monitoring during breaks
- Assisting with minibus bookings, monitoring and basic servicing (eg: re-fuel, water etc.) plus driving duties.
- General assistance with clearing and disposal of litter and refuse if required
- Assisting with the organisation of waste uplift and removal as required
- Clearing of snow and ice from the playground, footpaths, steps and entrances

### **Skills and Attributes Required:**

- Driving Licence preferable; with minibus and trailer entitlement (D1 and D1E) would be beneficial
- Excellent interpersonal skills with the ability to communicate with people of all levels including Governors, staff, pupils and visitors, both in person and by telephone/radio.
- Ability to analyse requests, identify requirements and deal with problems.
- Ability to receive and relay information and work to targets and deadlines.
- Ability to work under instruction, both as part of a team and on own initiative.
- Basic knowledge and experience of implementing security and fire systems and procedures.
- Willingness to learn new skills and undertake training as required
- Basic computer skills – email, basic spread sheets and word documents.
- Ability to attend Campus, outwith hours, within 30 minutes
- First Aid qualification an advantage, but not essential.
- Training and experience of manual handling preferred.

### **Additional Information**

- The position involves shift work as follows: Early: 6am to 2.00pm, Morning: 7.30am to 3.30pm; Day: 10.00am-6.00pm Late: 1.30pm to 9.30pm plus Saturday 8.00am to 12.00pm; *(times are subject to review)*
- Flexibility will be required in respect of working hours at busy times – particularly in relation to the facilitation of external events at evenings and weekends
- This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to have membership of the PVG Scheme.

*George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463*