

ERSKINE STEWART'S MELVILLE SCHOOLS



ASSISTANT JANITOR

THE POST

- Basic Function** 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 Estates Manager. The overall Management Head is the Bursar.
- Authority** The Assistant Janitor has authority as delegated by the Head Janitor or Deputy Head Janitor or any other person who has line management authority.

RESPONSIBILITIES

The Assistant Janitor will be a capable, hardworking, problem solver who is self-motivated and flexible in their working practices and will work across all of the school sites as directed by the Head Janitor and/or the Estates Manager. They must possess the ability to respond to any eventualities in a professional, calm, and courteous manner, upholding and promoting the ethos and values of the Erskine Stewart's Melville Schools. They shall ensure that health and safety is enshrined in all the activities that they carry out on behalf of the schools.

As a member of the Janitorial team, The Assistant Janitor has shared responsibility for:

- Welcoming pupils, staff, visitors, and guests on campus and assisting with directions and escorting as required
- 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 Estates Manager The removal of rubbish, emptying of bins and picking up of litter from all parts of the school property and sites
- Unblocking of internal sinks, toilets and external drains, gullies, and traps.
- Lifting, moving, and transporting goods, furniture, and equipment around campus and in

- relation to specific events - some heavy lifting will be required
- 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
 - Implementation of all relevant Health and Safety procedures, e.g. Emergency evacuations for fire and any other emergency
 - 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
 - General portorage duties including the receipt of deliveries and incoming mail to the school, and subsequent onward delivery to departments across ESMS sites
 - The monthly recording of the gas, electricity and water meter readings to the Finance Manager
 - Directing vehicles entering and exiting the campus and prevention of conflict with pedestrians
 - 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
 - Monitoring of CCTV and alarms– including weekly Fire Alarm testing and records
 - Fire Hazard checks and ensuring Fire Exits are not being obstructed
 - Assisting the Grounds Team with gritting and clearing of snow and ice from the playground, footpaths, steps, and entrances
 - After appropriate training assist with the carrying out of PAT testing and logging results across all of the school sites
 - 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
 - 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
 - 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
 - The Assistant Janitor will work across all school sites and will be deployed where needed by the Head Janitor and/or Estates Manager
 - To work outside normal working hours, including evenings and weekends as and when required.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Health and Safety knowledge • Full, clean UK Driving Licence 	<ul style="list-style-type: none"> • Previous experience in a Janitorial or a caretaking role • Previous cleaning experience • Driving License with minibus and trailer entitlement (DI and DIE). • Previous experience of working in a school setting

Skills/ Abilities/ Competencies	<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 • Independent, self-motivated, and organised; with an ability to work as part of a team • Proficient in the full Microsoft 	<ul style="list-style-type: none"> • First Aid qualification • Training and experience of manual handling preferred. • Basic knowledge and experience of implementing security and fire systems and procedures
Personal Attributes	<ul style="list-style-type: none"> • Personable • Flexible working practices • Trustworthy • Good work ethic 	<ul style="list-style-type: none"> • Can-do attitude • Willingness to learn new skills and undertake training as required

REMUNERATION 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.

The post

Hours of Work Entitlement is to a paid working week of 46.875 hours on rotational shifts, with 45 minutes (unpaid) for lunch, Monday to Friday. 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:
Saturday 08.00-13.00 and 13.00-21.30 on call and Sunday 08.00- 21.30 on call.

Holidays Entitlement is to 25 days' annual holiday leave, plus 10 days' statutory holiday at Christmas and Easter, when the schools are closed. Annual leave should normally be taken during school holiday periods. The schools' holiday year runs from January to December.

Salary The salary range for this role will be on the ESMS Assistant Janitors Salary Scale point 10 - 13 which is £29,233 - £30,699 per annum, dependent on relevant skills and experience.

Pension The successful candidate will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

Staff Benefits Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations.