

Fettes College

## Janitor



An exciting opportunity has emerged for a diligent and enthusiastic individual with good interpersonal and organisational skills to become an integral part of the Fettes College Janitorial Team

### The Role

Reporting to the Head of Security, the Janitorial team's mission is to provide exceptional janitorial services which support all departments within Fettes College. We aim to ensure that the school is prepared for day-to-day activities, examinations, and on-campus events. Additionally, we strive to assist the wider

Estates and Security teams in maintaining the College campus assets and security. We believe in the importance of teamwork and providing a service to the entire school community.

### Our Janitorial Team are responsible for:

- Completing recurring daily tasks which can include, room and exam set ups, delivering mail to houses and departments, removing food waste, delivering water, dealing with spillages, and having oversight of general tidiness across the Estate
- Completing requested tasks, updating staff with delays and completions as necessary
- Reporting faults to the Estates team
- Taking Minibuses for MOT/Service, Safety Inspections, and fuelling
- Assisting in the cleanliness and upkeep of Electric Vehicles
- Collaborating with the Hospitality Coordinator to anticipate, organise and complete room setups/breakdowns or equipment moves
- Coordinating with the Hospitality Coordinator regarding exam times to ensure timely set-up and organisation of examination rooms
- Assisting in the setup of non-catering tents, gazebos and staging needed for events
- Supporting the Hospitality Events Coordinator in any way in support of key events such as Founders Day, Remembrance Weekend, Commemoration Weekend, Open Day, Careers Day and all other significant events

## Person Specification

### Personal Qualities and Skills

- Full Driving Licence
- Good written and verbal communication, being able to communicate effectively with supervisors, school staff and colleagues.
- IT Confident, computer, apps, mobile devices.
- Fit and healthy with good physical stamina. This job often involves physical tasks like lifting, bending and standing for extended periods. Good physical stamina is necessary to handle the demands of the job.
- Friendly and helpful personality with a focus on customer service.

- Proactive, self-motivating and organised.
- Teamwork, able to collaborate effectively with colleagues to ensure all tasks are completed efficiently.
- Understanding safety protocols and safety precautions to prevent accidents or injuries.
- Reliable, with the ability to focus on the musts, shoulds and coulds for the day



## Benefits

Annual Salary: £26,405 pa (hourly rate of £13.54)

This is a permanent full-time role, working 37.5 hours per week: Monday to Friday, 10.00 am to 5.30 pm (with 30 min unpaid lunch break) and alternate Saturdays, 8 am to 1 pm.

Janitors' schedules allow for collaboration, with some overlap during the day. Flexibility is essential, especially during events like Founders Day, Commemoration Weekend, Open Day, Remembrance Sunday, and Careers Days, which may require adjusted shifts and agreed-upon overtime.

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days holidays and 8 days public holidays, generally taken outside term time.
- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25 m swimming pool.
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty (½ hour unpaid).
- Life insurance scheme (3 x base salary).
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes College Pension Plan after 3 months service. This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute to the scheme a minimum of 8% and you will contribute a minimum of 2% employee. Fettes operate a contribution matching scheme up to 12% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal.

### **Application Process**

The closing date for applications for this role is **25<sup>th</sup> October 2024** with interviews to take place the following week.

To apply please go to our website and follow the link for this vacancy:

<https://www.fettes.com/about-us/work-with-us>

All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role. Our Security Manager, Andy McGowan, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact [recruitment@fettes.com](mailto:recruitment@fettes.com) to arrange a time to speak with Andy.

An offer of employment will be subject to two satisfactory references and a clean

report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

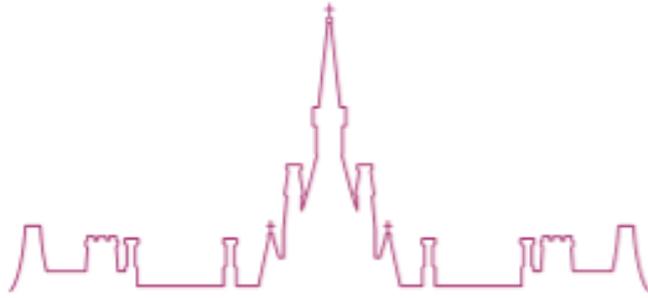
We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at [s.hussain-savuk@fettes.com](mailto:s.hussain-savuk@fettes.com).



## About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.



# Fettes Moving Forward

## Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

*You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)*

