

ERSKINE STEWART'S MELVILLE SCHOOLS



Facilities Assistant (Cleaning and Janitorial)

Purpose of Job

The Facilities Assistant (Cleaning and Janitorial) enables the efficient operation of ESMS Venues, ensuring their safety, security and cleanliness and to prepare the venues for external events and lettings.

Accountability and Direct Reports

The Facilities Assistant (Cleaning and Janitorial) reports to the Head of Commercial Enterprises.

Key Relationships

The Facilities Assistant (Cleaning and Janitorial) will work closely with the Events Manager and wider Commercial Enterprises team, as well as with the Estates Department.

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.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with 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:

Janitorial Duties

- Welcoming visitors and guests on campus and assisting with directions and escorting as required
- Security of Venues
- The reporting, at the earliest opportunity, of all instances of property crime and incidents of a suspicious nature to the Head Janitor
- The removal of rubbish, emptying of bins and picking up of litter across the school sites
- Set up and set down of spaces as required
- Directing vehicles entering and exiting the campus and prevention of conflict with pedestrians
- Fire Hazard checks and ensuring Fire Exits are not being obstructed
- Carrying out general duties as may reasonably be requested by the Head of Commercial Enterprises or any other person who has line management authority to do so

Cleaning Duties

- Toilets- cleaning & stock including the floors
- Floors- all that’s used during the event
- Walkways- all that’s used during the event, either vacuuming or washing
- Touchpoints- all used during event
- Bins- all emptied with liner replaced
- Surfaces- all that’s being used during event
- Weekly clean of The Clubhouse at Inverleith

Person Specification

| | Essential Criteria | Desirable Criteria |
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| Experience | <ul style="list-style-type: none">• Previous cleaning experience is preferred | |
| Skills/ Abilities/ Capabilities | <ul style="list-style-type: none">• Ability to use cleaning equipment and machinery• Good physical ability• Good communication skills• Able to works as part of a team or independently | <ul style="list-style-type: none">• Valid driving licence with access to own vehicle |

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| | <ul style="list-style-type: none"> • Ability to multi-task and prioritise own workload with good attention to detail | |
| Personal Attributes | <ul style="list-style-type: none"> • Excellent teamwork skills and self-motivation • Strong organisational and time management skills • Commitment to continuous professional development | |

Personal Qualities

- 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
- Excellent communication skills
- Excellent self and time-management skills
- The highest level of personal integrity

Development of Self and Empowerment of Others

- Appreciates the impact of change on the school and individuals
- Nurtures professional interpersonal relationships with staff
- Uses courage, care and curiosity to deal with conflict.

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.

The post This is a permanent, part-time, position available immediately (subject to satisfactory pre-employment checks).

Hours of Work The hours of work will be variable dependent on events. The postholder will be contracted for a total of 16 hours per week. The postholder must be prepared to be flexible with regards to working hours and be capable of adjustment to events and demands. Evening and weekend work will be required.

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| Salary | The salary range is between £11,588 to £12,536 (ESMS Support Staff F Scale), and the salary appointment will be dependent upon relevant experience. |
| Holiday | Entitlement is to 25 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December. |
| Location | The postholder will be required to work across all School sites. |
| Eligibility | 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. |
| Pension | Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme. |
| Staff Benefits | 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 8 November 2024. We anticipate interviews will be held the week after.