

## **Janitor: Job Description**

*The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.*

### **(To be finalised at Term 1 Performance Management meeting)**

**Salary:** £12,470 (actual per annum) £9.60 per hour

**Scale:** Grade 3 points 2-3 starting at point 2

**Hours:** 30 hours per week Term Time Only

9.00am – 3.00pm Monday to Friday (includes 30mins unpaid lunch break)

5.31 weeks paid annual leave, including bank holidays, which must be taken during school holidays

**Line Manager:** The WMAT Premises Manager

This post will require the successful applicant to work under the direction of the WMAT Premises Manager

We are seeking a willing, energetic and enthusiastic individual who will make a significant contribution to the day-to-day operation of this large and busy secondary school. Standards and expectations will be high, but the post will offer the chance to contribute towards the success of the school.

The successful applicant will be able to demonstrate that he/she is able to operate independently while contributing to the effectiveness of the site team. They will also have a full clean driving license and if possible, undertake and pass a minibus driving course.

### **Holidays:**

Holiday have to be taken during the school holidays.

### **Cleaning and Janitorial Duties:**

- To monitor student toilet areas and take action as necessary for example, flooding, unblocking toilets etc.
- Re-stock consumables in all relevant departments/ areas including toilets as needed (restock toilet rolls, soap, sanitizer, blue rolls, and white hand towels)
- In the event of a return of Covid or similar virus / illness there will be an increase of cleaning / sanitising during the day.
- Checking MUGA for debris and damage and clear

- To lock (9.05am) and unlock (2.55pm) bike sheds
- Be on call and responsible for cleaning areas hygienically in the event of sickness, blood spillage etc. in all areas
- To undertake site litter clearance (throughout the day especially after break 11.20am and after lunch period 1.00pm)
- To deliver parcels to the correct department as required
- To ensure that entrances to buildings, corridors and circulation areas are kept clear of debris
- To undertake emergency cleaning in the event of any accident/vandalism
- To undertake the removal of graffiti as required
- To undertake the cleaning of external ground floor windows.
- To assist in moving furniture and the setting up and taking down for school events (exams/parent evenings) as required
- Check and clean the inside School Minibuses if needed during absence
- To undertake other daily tasks at the direction of the WMAT Premises Manager

### Person Specification

Personal requirements	E = Essential D = Desirable
<p><b>Experience and qualifications:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a busy environment</li> <li>• Experience of working as part of a team</li> <li>• Ability to prioritise workloads</li> <li>• Good organisational and communication skills</li> <li>• To have a full clean driving licence</li> <li>• Undertake and pass a minibus driving course</li> </ul>	<p>D D E E E D</p>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of using specific cleaning equipment</li> </ul>	<p>D</p>

<ul style="list-style-type: none"> <li>• Knowledge of using specific cleaning products</li> <li>• Knowledge of Health &amp; Safety standards</li> <li>• Manual Handling</li> </ul>	D D D
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Ability to work accurately with attention to detail</li> <li>• Ability to learn new practices and procedures</li> <li>• Consistent approach to maintain high standards</li> <li>• Ability to provide practical and operational skills as appropriate to any task</li> <li>• To demonstrate a flexible and adaptable approach to work</li> <li>• Good timekeeping and attendance</li> </ul>	E E E E E E E
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• A confident, friendly and helpful manner</li> <li>• An awareness of and commitment to meeting the needs of the school</li> <li>• Ability to work as part of a team and act on own initiative</li> <li>• Ability to work under pressure and remain calm in different situations</li> <li>• Must be prepared to cover the duties of other members of site management team</li> </ul>	E E E E E

**As an employee you have legal duties which include:**

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

*All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references*