

Wellington School

Janitor



We are looking to appoint a Janitor to be part of the Estates team at Wellington School. The post is available for 40 hours per week on an open ended (permanent) contract with a likely shift pattern of 10am to 7pm with a one hour break.

Wellington School is the only independent school in Ayrshire and the school roll is currently in the region of 520 (Nursery – S6). Pupils achieve outstanding results at all levels and the 'A' grade pass rate at Higher and Advanced Higher make Wellington one of the top performing schools in Scotland. The school currently employs approximately 90 members of staff, teaching and non-teaching.

The main responsibilities include:

- Key holding duties including opening and closing of the school & ensuring all buildings are secure with alarms set and electrical equipment switched off. The person appointed will be part of a call out rota.
- Monitoring heating systems to ensure they are all working and switched on / off when appropriate.
- Driving the minibuses for a variety of school purposes and maintaining the vehicles in a road worthy, clean and tidy state.
- Completing statutory operational safety checks on the school minibuses.
- Setting up class rooms, halls, moving furniture, equipment etc as required.
- Receiving and distributing goods around the school.
- Carrying out minor repairs.
- Assisting the Maintenance Manager with routine maintenance checks and repairs.
- Delivering and collecting mail as required.
- Carrying out testing of Fire Alarms and recording these in the appropriate register.
- Assisting with cleaning & general estates management as required.
- Identify repairs required and report to the Maintenance Person/Office.
- Cooperate and assist with all staff. Carrying out other reasonable duties as required.
- Assisting with School Patroller duties where required.

Essential / Desirable Criteria

Essential

- Sound knowledge and awareness of Health & Safety working practices
- Ability to work as a team member and as a lone worker with minimal supervision
- Good interpersonal skills and willingness to help others
- Mobility to work and carry equipment up and down stairs
- Ability to cover all school building locations as and when required
- Evidence of good time management, punctuality and attendance
- Clean driving licence with a view to driving the School Minibuses
- Overtime is required on occasions to cover School events such as Parents evenings, Craft Fairs, Concerts and weekend opening / closing. A flexible and positive approach to work is essential

Preferred

- Can demonstrate relevant work experience
- Manual handling skills and experience

This post is considered as Regulated Work with vulnerable children and/or protected adults, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

All preferred candidates for posts carrying out regulated work with these groups will be required to become a PVG Scheme member, or undergo a PVG Scheme update if they are already a member, prior to any formal offer of employment being made by Wellington School.

Salary rate is £9.91 per hour (National Minimum Wage + £1)

Applicants should complete the school's Job Application Form and provide a covering letter, both of which should be sent by email to vacancies@Wellingtonschool.org.

A CV is optional and may also be included.

Interviews will be held in early November and the post is available for an immediate start.

If you have further questions about the post, please contact the Operations Manager, Robert Stewart on rstewart@wellingtonschool.org or phone 01292 269321.

The closing date for applications is Friday 22nd October.