

Wellington School Job Description



Job Title	School Janitor
Job Purpose	<p>To maintain a safe and healthy school environment, conducive to a high quality educational experience.</p> <p>To provide an outstanding premises and transport service, fully meeting the needs of the school.</p> <p>To promote and support high standards of health and safety in the school, meeting all regulatory requirements</p> <p>To be an effective and helpful point of contact for all visitors and users of school premises, facilities and services.</p>
Reports To	Maintenance Manager (with accountability to the Operations Manager.)
Key Working Relationships	<p>All teaching and non teaching staff</p> <p>Parents</p> <p>Visiting contractors</p>
Salary / Grade	<p>National Minimum Wage + £1 (currently £10.50 per hour)</p> <p>Indicative Annual Salary = £20,475 pa</p>
Working Hours / Pattern	<p>Annualised Hours Contract equivalent to 37.5 hrs per week.</p> <p>Term Time shifts minimum 40 hours. Reduced hours outside of term time.</p> <p>Alternating Weekly Shift Pattern with one hour unpaid break.</p> <p>Opening Shift 7:30am to 4:30pm</p> <p>Closing Shift 10am to 7pm.</p> <p>37 days annual leave, taken outside of term time.</p>

Responsibilities

- Key holding duties, opening and closing of the school & ensuring all buildings are secure with alarms set.
- Call out rota for alarm monitoring service.
- Monitoring heating systems to ensure they are all working and switched on / off when appropriate.
- Driving the minibuses for a variety of school purpose
- Maintaining school vehicles in a clean and tidy state.
- Completing manual and on line statutory operational safety checks on the school minibuses.
- Care of school playground and surrounding areas.
- Collection and disposal of school refuse and recyclable materials.
- Setting up class rooms, halls, moving furniture, equipment etc as required.
- Receiving and distributing goods around the school.
- Carrying out minor repairs.
- Painting and upkeep of school premises
- Assisting the Maintenance Manager with routine maintenance and repairs.
- Delivering and collecting mail as required.

- Testing of Fire Alarms and recording these in the appropriate register.
- Testing of Emergency lighting and recording in appropriate register
- School Crossing Patroller duties where required.

Skills, Knowledge and Experience

Applicants should be able to demonstrate knowledge of and experience in, the following areas

- 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
- Fitness for safe manual handling
- 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. D1 category is required.
- Ability to use online applications and email via a smart phone.
- A good level of basic DIY competence.

Attitude and Habits / Approach to Work

- A flexible approach to work that puts the needs of the school first.
- An understanding of the importance of a facilities support role in ensuring the smooth and effective running of the school.
- An ability to work effectively within a small team, sharing workload and meeting expectations of others.
- A first class work ethic with evidence of stand alone reliability.

All appointments at Wellington School are subject to clearance through the Disclosure Scotland Protecting Vulnerable Groups Scheme.

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.

Applications must be received by Friday 3rd February.

Interviews will be held w/c 17th February and the start date is scheduled for 13th April.

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