

Job description

Job title: Janitor
Job ref: XS 1.5
School:
Grade: XS1.5a Dorset Grade 3 / XS1.5b Dorset Grade 1
Reports to: Site Manager / Bursar / Headteacher or other nominated member of staff

Main job purpose

To undertake a range of duties to contribute to the security and day-to-day maintenance of school premises, under the general supervision of the Headteacher.

Main responsibilities and duties

1. As the main keyholder to be responsible for the security of the school premises and to assist the Headteacher in making any arrangements to cover periods of absence of other keyholders.
2. To be responsible for the general tidiness and safety of site areas, in particular hard surface pedestrian access routes.
3. To set and check the operation of the school's heating systems, carry out any necessary meter readings and ensure the availability of adequate fuel supplies.
4. To take delivery of fuel and other goods and arrange safe storage or distribution, as required.
5. To identify and report building, furnishing or fittings deficiencies to the Headteacher*.
6. To set out/put away furniture for school events and to undertake portering duties, as required.
7. To ensure that staff and pupil cloakroom and toilet facilities are in working order and that appropriate supplies of consumables are obtained.
8. To clean defined areas of the school premises, together with any emergency cleaning needs.
9. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

No formal qualification requirements but some previous experience of health and safety procedures and security of premises is desirable. Initial training in basic cleaning methods and the use of associated materials and equipment will be provided within the induction period. Further training will be provided thereafter, as required.

Supervision & management

The postholder will often be required to work without direct supervision due to the times of work and/or nature of the duties.

Problem solving & creativity

Identifying and responding to any problems arising from machinery and equipment breakdowns, or other incidents occurring out of school hours.

Identification of health and safety hazards throughout the school premises.

Key contacts & relationships

Daily contact with the Headteacher (or other nominated supervisor) and cleaning staff. General contact with other school staff and contractors/suppliers.

Decision making

Making appropriate arrangements for repairs to be carried out, as authorised by the Headteacher responding in line with agreed school policies and procedures.

Resources

Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required. Training will be provided, as necessary.

Working environment

Supervision of cleaning staff if relevant. There will be no staff or budget responsibilities.

Cleaning and maintenance duties may involve dealing with blocked drains and toilets, including clearance of vomit or excrement. In addition, some lifting is required including the movement and handling of cleaning equipment, machinery and school furniture.

Some outdoors work in adverse weather conditions may be required, including the provision of safe access to school buildings when snow or ice problems occur.

Approval			
Prepared by	Chris Matthews	Date	January 2005
Designation	Pay and Reward Manager		

