



**ST ALOYSIUS'
COLLEGE**

JOB DESCRIPTION

Ref No. _____

Job Title	Janitor
Reporting to	Head Janitor
Line Manager	Estates Manager

Job Purpose

To ensure the physical environment of St Aloysius' College remains secure, clean and operates efficiently.

Main Duties and Responsibilities

1. Security.

Duties include opening and closing of all school buildings; activation and deactivation of alarm systems; to ensure windows and doors are closed and lights switched off; patrol building corridors and rooms and external perimeter; whilst in the course of other duties remain vigilant with respect to the intrusion of unauthorised persons; deter unauthorised photographers from taking images of pupils; reporting any incidents to reception immediately; control parking within Campus; and undertake road crossing patrols as necessary. To respond to call outs in the event of alarm activation – intruder or fire.

2. Campus Appearance.

Ensure that the school grounds remain clear of litter; maintain vigilance against acts of vandalism including graffiti; clear ice and snow from roadways and entrances; clear water from areas as required during inclement weather; undertake gardening duties such as grass cutting, pruning, weeding and other such activities around the campus environment. Where pupils are observed either littering or dropping chewing gum – this is to be reported to a member of the pastoral team.

3. Customer Relations

To maintain good relations with members of the public, visitors to the College and local businesses.

4. Porterage.

Duties to include taking delivery of stores, materials and all other goods and deliver to the appropriate department in the relevant building noting that several buildings do not have lifts installed; moving furniture and equipment within the school; set up areas required for meetings, examinations, school functions and outside lets as instructed; deliver and collect mail as directed; and transport personnel and equipment as required using school mini buses.

5. Health & Safety.

To carry out the prescribed procedures in respect of fire, flood, accident or damage and act at all times in accordance with the College Health & Safety Policy. To be aware and compliant with relevant legislation including, but not exclusively, the Health & Safety at Work Act and Manual Handling Operations Regulations. To attend and participate in all training which is deemed by the Estates Manager as necessary for the role such as manual handling, legionella awareness, PASMA, and so on.

Integral to the Janitors' role in Health & Safety are the regular compliance tasks such as weekly fire tests, legionella prevention routines, physical check of fire extinguishers, and other such tasks as are identified by the Head Janitor, Estates Manager, Director of Health & Safety or the College Management Team. In addition to undertaking the compliance routines, Janitorial staff are also required to maintain the appropriate records as evidence of completion.

6. Maintenance.

Maintain cleanliness and order within boiler houses and other basement and storage areas; monitor boiler houses, electrical switching and other premises control areas; reporting any faults/problems found to the Head Janitor; whilst patrolling the Campus monitor for any minor repairs required and report findings to Head Janitor; to undertake annual maintenance including repair/replacement of pupil lockers during the summer vacation period and to carry out minor painting or other odd jobs as directed.

7. Miscellaneous

Other duties that will fall within the remit of a Janitor include replacement of lamps/bulbs, fluorescent tubes and starters as, and when, required noting that this will require working at height; liaise with workmen undertaking emergency repairs as required; undertake cleaning duties as directed; be on hand to deal with any problems which may arise during the regular day to day smooth running of the school; to work as part of the janitorial/maintenance team and undertake any other reasonable duties which may be allocated by the Head Janitor, Bursar or other member of Senior Management.

All Janitorial staff are issued with a College email address. Communication with the Janitorial staff may be via the hand held radios that are College issue, by email or in person. All Janitors are expected to check their College email at least once daily on a working day. As Janitors are expected to be on the Call out list for alarm activations, they will be required to advise the College of their mobile phone number. In emergency situations communication may also be via mobile phone using calls, text or other messaging apps e.g. iMessage or WhatsApp.

The post holder will be based at Garnethill however there may be occasions when they are required to work at Millerston – the College Sports Ground.

Knowledge, Qualifications, Skills and Experience

Knowledge/Qualifications

Essential

- Full, Clean, UK driving licence
- The post holder must be or become a member of the PVG scheme run by Disclosure Scotland (the cost for which will be met by the College)
- Proof of Covid19 Vaccination status.
- Flexible and adaptable approach to work

Desirable

- Has a trade e.g. painting and decorating, joinery, plumbing and so on.
- Awareness of Health and Safety at work
- Awareness of Fire Evacuation procedures
- Class D1 licence

Skills

Essential

- Must be able to work effectively as a member of the team.
- Must be able to work without supervision.
- Must be literate as instructions regarding works are often emailed.

Desirable

- Confident using email and other computing software packages.

Experience

Desirable

- Prior security, custodian or janitorial experience as required to be a key holder and therefore will be occupying a position of considerable trust.
- Experience of manual handling
- Experience of outdoor working would be an advantage.

Personal Qualities

Essential

- Enthusiastic
- Responsible and committed
- Flexible and adaptable to the changing requirements of the role
- Trustworthy
- Team player
- 'can do' attitude
- Ability to use own initiative

Dimensions

- There are c25 departments.
- There is an Academic staffing of c70.
- There are c300 Pupils in the junior school.
- There are c600 Pupils in the senior school.

Job Features

Planning and Organising

This role requires little in the way of planning and organising since the Estates Manager or Head Janitor will allocate specific tasks and the normal job role will follow a regular routine. In the absence of the Estates Manager and the Head Janitor, the individual would be expected to devise the most efficient and safe way to undertake a task. The individual will be responsible for ensuring that all tasks within the role are undertaken within the normal hours of working.

All workers are expected to undertake risk assessments for the work they do e.g. manual lifting – that loads are reasonable; working at height – that ladders/platform/scaffold is safe and properly located to enable safe working.

Internal/External Relationships

Internal – regular liaison is expected between the teaching and academic support staff, the pupils, senior management and other janitorial, cleaning, technical and administrative staff.

External – interaction with all visitors to the College campus and, in particular, parents and prospective parents.

Decision Making

Within defined limits and applying common sense, the post holder will be expected to take decisions on a day-to-day basis, referring situations which are unusual to the Head Janitor/Estates Manager.

Problem Solving

There will be limited problem solving associated with this role.

Approved by Job Holder

Name			
Signature		Date	

Approved by Bursar			
Name		Position	
Signature		Date	