

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 portage 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.

