

JOB PROFILE

POST TITLE:	Janitor
RESPONSIBLE TO:	Senior Site Manager
PURPOSE:	To be responsible for the effective supervision, security and operation of the premises
HOURS:	37hrs / Full Year / shift pattern : Variable over 5 days, may include some weekend work
GRADE:	OP3, Grade A SCP 3 - £22,737-£23,114 : £11.79 - 11.98 p/hr

Main Responsibilities and Accountabilities:

- Supplying designated buildings/areas with materials and undertake portering duties.
- Perform and document routine inspection and maintenance activities as directed by the Site supervisor.
- Carry out heavy cleansing tasks and special projects
- Notify the site supervisor of any occurring deficiencies or needs of repairs
- Make adjustments or minor repairs.
- Stock and maintain supply rooms.
- Cooperate with the rest of the site team and take on any ad hoc jobs as directed by the site supervisor.
- Being a keyholder responsible for opening and/or closing of the premises.
- Being able to work flexibly with the needs of the site.
- Cleaning of external areas and means of access/egress such as bins, leaves etc.
- Clearing of spillages and incidents during the day.
- Treatment of pathways and steps with grit/salt
- Minor painting/decorating.
- Collecting of litter and maintaining an inviting and well kept school.

General

- To contribute to and uphold the overall vision and ethos of South Cumbria Multi Academy Trust.
- To attend meetings within the School/Trust, and external events as required.
- To be aware of, comply with and to promote equal opportunities and all School/Trust policies at all times.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times in respect of School/Trust-related matters and to prevent disclosure of confidential and sensitive information.

- To comply with all of the School's/Trust's safeguarding requirements.

This list is not exhaustive and may be amended. The role may include other reasonable tasks or responsibilities as directed by the Head Teacher.

PERSON SPECIFICATION
POST: SENIOR SITE MANAGER : CHETWYNDE SCHOOL

QUALIFICATIONS AND TRAINING	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
<p>Knowledge in the relevant work area to understand, plan and control work situations.</p> <p>Evidence of continued professional development.</p>	<p>E</p> <p>D</p>	<p>A</p> <p>A</p>
KNOWLEDGE AND EXPERIENCE	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
<p>Knowledge of Health and Safety and related procedures and policies and how they apply to the work area.</p> <p>Good knowledge of the work methods in the area and able to address and resolve problems effectively.</p> <p>Work experience in a similar role previously</p> <p>Working knowledge of cleaning chemicals/materials/equipment used in the work situations by the teams, their safe use and application circumstances.</p> <p>Ability to handle heavy equipment and machinery</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>A/R/S</p> <p>A/R/S</p> <p>A/R/S</p> <p>A/R/S</p> <p>A/R/S</p>
SKILLS AND ABILITIES	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
<p>Able to work constructively as part of a team.</p> <p>Effective use of ICT.</p> <p>Effective time management skills</p> <p>Excellent oral and written communication</p> <p>Proven ability to work in a fast-paced environment and deliver to specific deadlines</p> <p>Ability to maintain confidentiality.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/R/S</p> <p>A/S</p> <p>S</p> <p>A/R/S</p> <p>A/R/S</p> <p>A/R/S</p>
CHARACTERISTICS	ESSENTIAL (E) DESIRABLE (D)	HOW IDENTIFIED
<p>Professional but friendly and approachable manner</p>	<p>E</p>	<p>S</p>

Flexible and have the ability to respond to changing or unforeseen circumstances.	E	S
Diligent, conscientious and proactive	E	R/S
Resilient and committed	E	R/S
Must be hands on and prepared to get involved in all areas	E	S
A self-motivated team player, with a can-do attitude and a sense of humour.	E	S

A: Application

R: Reference

S: Selection Process