**Job Description**

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| **Job Title:** | **Janitor** |
| **Employer:** | **Dollar Academy** |
| **Job Summary:** | The Janitor is one of a team of 2 Janitors, whose main duties lie in security of people and the campus, preparation of premises for the Academy activities and events (both routine and non-routine), traffic/ parking control and porterage. The Janitors have an increasingly important role in maintaining the security of the Academy and in the welcome provided to visitors to the site. |
| **Key Responsibilities and Duties:** | Reporting to the Estates Manager, the position includes, but is not limited to the following:• Opening and closing of the premises• Lifting, moving and transporting goods, furniture and equipment around campus and in relation to specific events- some heavy lifting will be required* Receive and distribute all deliveries, post and parcels, including inter-departmental deliveries.
* Stocking of cleaning products, copy paper, toilet roll, hand paper towels, soap and other sundries throughout the campus.

• Implementing policies and procedures to ensure the security of all people on the Academy campus, this will include chaperoning Estates Department visitors (e.g. contractors) during term-time• Attending out of hours for alarm activations as required • Providing ancillary support to the day to day running of the Academy• Implementation of all relevant Health and Safety procedures, e.g. emergency evacuations.• Traffic control - directing vehicles entering and exiting the campus and prevention of conflict with pedestrians• Assisting with and participating in ceremonial occasions when required• Ensuring that all relevant equipment is in a safe working condition and to assist with minor repairs as appropriate, e.g. light bulbs, locks etc.• Assisting the Facilities and Compliance Technician with the monitoring of alarms– including weekly Fire Alarm testing and records when required.• Fire Hazard checks and ensuring Fire Exists are not being obstructed• Clearing and disposal of litter and refuse from across the campus• Assisting with the organisation of waste uplift and removal as required, including responsibility for all bins across the campus and in the Boarding Houses• Gritting and clearing of snow and ice from the playground, footpaths, driveways, steps and entrances**Miscellaneous*** Participate in training and development as required.
* Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy
* Undertake any duties commensurate with grade
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**Person Specification**

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| **Qualifications:** | * Driving Licence required; with minibus and trailer entitlement (D1 and D1E) being beneficial.
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| **Knowledge and Experience:** | • Basic computer skills – email, basic spread sheets and word documents.• First Aid qualification an advantage, but not essential.• Training and experience of manual handling preferred.* Knowledge of cleaning chemicals and supplies is desirable.
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| **Skills and Attributes:** | • Excellent interpersonal skills with the ability to communicate with people of all levels including Governors, staff, pupils and visitors, both in person and by telephone/radio.• Ability to analyse requests, identify requirements and deal with problems.• Ability to receive and relay information, and work to targets and deadlines.• Ability to work under instruction, both as part of a team and on own initiative.• Basic knowledge and experience of implementing security and fire systems and procedures.• Willingness to learn new skills and undertake training as required.* Discretion and confidentiality around sensitive or confidential information.
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