**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 |

**Person Specification**

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| **Qualifications:** | * Driving Licence required; with minibus and trailer entitlement (D1 and D1E) being beneficial. |
| **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. |
| **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. |