

# Janitor

## Iver Village Infant Academy

### Job Description

<b>Reporting to</b>	Principal and Head of Estates
<b>Grade</b>	1

#### Job Purpose

To work within the Premises Team, carrying out their duties effectively and efficiently in accordance with the Park Federation Academy Trust's needs. To deliver the agreed services allocated to their role and to the standard required. To develop good relationships as well as key communications with colleagues within the academy. To follow the Company's Health, Safety and Quality procedures within the course of the role. To undertake successfully the training matrix specific to this role.

#### Key Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

#### Main Duties and Responsibilities

- Provide routine housekeeping duties and/or janitorial tasks to support the effective operations of the academy, e.g. washing low level windows, cleaning all areas inclusive of toilets within the building. Undertaking low level maintenance (i.e. fixing a door handle), etc. under the guidance of the premises teams.
- React to all duties as directed by the academy leadership and premises teams.
- Transporting materials and equipment throughout the building; ensuring that these are delivered in good time, stored appropriately and in accordance with health and safety and manual handling procedures as per training provided.
- Preparing rooms and halls for a range of uses, including setting out, removal and storage of furniture and equipment, erecting and dismantling stages, platforms, etc. All of this in accordance with health and safety and manual handling procedures as per training provided.
- Reporting any faults regarding the operation of the heating, plant and lighting facilities. Making sure that all unnecessary lighting is switched off when that part of the building is closed.
- Ensure correct health and safety practices are applied appropriately and in accordance with training given.
- Minor grounds maintenance duties including weeding and ensuring that litter is cleared regularly from all external surfaces within the boundaries of the site, including all weather surfaces and soft playing areas.
- In the event of snow and frost, assisting as part of the premises team with the cleaning of pedestrian access routes within the academy grounds.

- Ensuring that body and other emergency spillages are dealt with in accordance with the agreed procedures.
- Provide janitorial cover for agreed Lets within the academy premises and external areas.
- Ensuring that graffiti is removed/concealed as soon as possible.
- Co-operating with all appropriate personnel and agencies in maintaining the security of the premises.
- On occasion, holding keys in their possession for emergency call-out or opening for letting purposes.
- Whilst in attendance, monitoring of public areas and generally ensuring that security is maintained during hours of opening. This may include the use of radio communication devices.
- Dispose of such waste materials arising from the use of the premises which are not covered by alternative arrangements.
- Replace consumables on the premises in appropriate locations e.g. toilet rolls, soap, paper towels, etc.
- Undertake the cleaning of designated areas as requested by the premises and senior leadership teams.
- Assist the premises team on a weekly basis as they carry out regular checks on the fire alarm systems ensuring that they are working satisfactorily, reporting any faults to the premises team.
- Follow the Park Federation Academy Trusts policies and procedures at all times in relation to health and safety, ensuring apparent deficiencies in systems of work, equipment provided, or training are reported to your Line Manager.
- Ensure that all PPE provided is used properly and accordance with training received.
- Carrying out prescribed procedures in the event of fire, flooding, accident or damage, including liaising with appropriate staff, contractors, etc. Informing the appropriate member of staff as and when security or safety risks arise. Also taking appropriate action where and when it is deemed safe to do so, including liaison with the police, e.g. in relation to unauthorised entry or vandalism.
- Carry out any other reasonable duties requested by your Line Managers.

### **General**

- Maintain confidentiality in and outside the workplace;
- Support the implementation of academy policies;
- Promote the inclusion and acceptance of all pupils;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

**Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

**Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

**Safeguarding**

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

## Person Specification

Criteria	Essential	Desirable
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS Disclosure.</li> <li>• Willingness to undertake induction training.</li> <li>• Handy person or DIY skills</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning and support services NVQ Level 1 OR equivalent experience or equivalent qualification. Or willingness to train to achieve these.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Willingness to learn Health &amp; Safety procedures and precautions.</li> <li>• Willingness to learn COSHH regulations.</li> <li>• Awareness of health &amp; hygiene procedures.</li> <li>• Knowledge of moving and handling procedures.</li> <li>• Ability to work as part of a team.</li> <li>• Willingness to use relevant equipment.</li> <li>• Ability to relate well to children and adults.</li> <li>• Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willing to work outside of normal hours if required.</li> </ul>	