

**LEEK HIGH SCHOOL
PART OF THE TALENTUM LEARNING TRUST**

POST TITLE	GRADE	DATE
JANITOR	2	JULY 2026

Statement of Purpose

To work under the direction & instruction of senior staff to provide general maintenance to support the effective operation of the school.

Security and Safety

- Unlock and secure premises at agreed times and maintain the key(s) in their possession for emergency call-out.
- Check that the heating and lighting systems are operating satisfactorily and checking their efficiency regarding energy conservation.
- Check fire and/or security alarms are working satisfactorily.
- Ensure that premises are in a safe, tidy and satisfactory condition prior to use.
- Maintain vigilance for Health and Safety concerns in and around the building including checking outside area for syringes, broken glass etc. and disposing appropriately.
- To attend to visitors where necessary ie. Contractors, utility representatives, & monitor any work being carried out with postholders area of responsibility.

Maintenance and Cleaning

- Dispose of waste materials arising from the use of the premises as not covered by alternative arrangements.
- Order and restock consumables such as cleaning products, toilet rolls, hand towels, soap & caretaking supplies.
- Support the cleaning team to ensure the school site is operational.
- Clean designated areas not covered by alternative arrangements, eg. Outside areas, car parks, drains, boiler house, stores etc. This may include following on from contractors during school closure periods.
- Arrange to clear blockages, remove foreign matter from sinks, toilets, drains and clear up spillages as required.
- General portage/collection in and around the school site.

Support to School

- Report emergencies such as gas/electrical or water supply faults to line manager
- Maintain appropriate records
- Promote and safeguard the welfare of children and young people you come into contact with.

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- Be aware of and comply with policies and procedures relating to child protection, health & safety, confidentiality & data protection.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant departmental meetings as required.
- Participate in all staff training, learning activities and performance development as required.
- Assist with pupil needs as appropriate during the days.

HEALTH & SAFETY
<i>The postholder will be expected to observe safe working practices at all times whilst carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to. Postholders are expected to be smartly dressed appropriately for the required duties and are always identifiable.</i>

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification

JANITOR

Essential Criteria	Measured By
Experience Experience of working in a related field is preferred.	AF/I
Qualifications/Training Good numeracy/literacy skills equivalent to GCSE grade 4 & above.	AF/I
Knowledge/Skills - Good understanding and ability to use relevant equipment/technology - Ability to work constructively as part of a team - Basic knowledge of Microsoft Outlook	AF/I /PE
Behavioural Attributes - Committed to provision & improvement of quality service provision. - Friendly yet professional & respectful approach. - Open, honest and active listener. - Takes responsibility. - Committed to the needs of pupils, parents, and stakeholders. - Demonstrate a “can do” attitude including being solution focused. - Adaptable to change. - Act with pace, urgency and enthusiasm. - Ability to learn from experiences and challenges. - Committed to continuous development of both self and others, by keeping up to date with and sharing knowledge, encouraging new ideas, and seeking new opportunities and challenges.	AF/I

AF - Application form

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A - Assessment

I - Interview

T – Test

PE – Practical Exercise