

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

JANITOR / CLEANER

ST JOSEPH'S PRIMARY SCHOOL

ERN06306

EXTERNAL

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Advertisement

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Person Specification

This Recruitment Pack should contain all the information you require to complete your application.



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DEPARTMENT:	Education
JOB TITLE:	Janitor / Cleaner
JOB STATUS:	Part Time / Term Time – 40 Weeks
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	4
HOURLY RATE:	£13.1745 - £14.1020
PRO RATA ANNUAL SALARY:	£11,162 - £11,948
HOURS PER WEEK:	16.25
WORK PATTERN:	Monday to Friday 15:15 – 18:30 (let dependant)
LOCATION:	St Joseph's Primary School

To provide or assist with the provision of a full and comprehensive janitorial service within the relevant location and to undertake the cleaning of designated areas within the premises and ensure that they are maintained in a clean and hygienic condition.

Duties include to ensure the security of the premises and its contents. Ensure the lighting and heating of premises (including maintenance and operation of plant).

Oversee and supervise cleaning staff as required. Within designated areas of premises (which may include toilets and shower areas) carry out cleaning, washing,



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sweeping and vacuum cleaning duties using approved cleaning agents and equipment.

On completion of additional years of service by 1 January of each year, following the anniversary of the date of appointment, your term time salary will be adjusted to include a payment in lieu of the additional leave day accrued at the beginning of each leave year for the first 10 years of service.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note - East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hredirect@eastrenfrewshire.gov.uk with any questions.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the



attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

Recruitment Dates

Closing date for applications: midnight on Sunday 17 May 2026

Shortleat date: 21 May 2026

Interview date: 01 June 2026

If you would like an informal discussion about the post, please contact Christopher Pashley Janitorial & Cleaning Service Manager, on 0141 577 3311 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident



If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



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Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department:	Education
Division/Section:	Facilities Management
Job Title:	Janitor Cleaner (Primary & Secondary and Nursery)
Responsible to:	Cluster Janitor, Janitorial and Cleaning Service Manager/Senior Cluster Manager/Head teacher
Grade:	Grade 4
Hours:	Basic hours of post determined by the opening hours of the premises.
Date Revised:	June 2020

Principal Function: To provide or assist with the provision of a full and comprehensive janitorial/cleaning service within the relevant location and to undertake the cleaning of designated areas within the premises and ensure that they are maintained in a clean and hygienic condition.

Main Duties: Ensure the security of the premises and its contents (including patrolling the premises, operation of fire and burglar alarms and key holder responsibilities including opening and closing of premises)

Organise and supervise the cleaning staff where appropriate in accordance with the contracted cleaning hours agreed for these premises. Working within the agreed contracted cleaning hours for the work locations and liaise with the Cluster/Janitorial & Cleaning Service Manager regarding any contract variations. Monitor the standard of cleaning undertaken on the premises and complete the associated documentation including completion of site record book, and completion of exceptions sheets as checking for work completed as appropriate

Carry out routine inspections of cleaning equipment to ensure safe operation. Ensure that all training for cleaning equipment is followed and staff teams are updated as required for safe use



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Ensure chemical training and safe use is protocol for cleaning staff and that PPE and COSHH data sheets are updated as required and appropriate risk assessments are in place

Ensure the lighting and heating of premises (including maintenance and operation of plant).

Take delivery of goods and materials and be responsible for the portorage of same to appropriate storage locations within the school.

Undertake portorage duties associated with the Council's recycling policy.

Assist with the safety, welfare and good conduct of pupils whilst in the school environs particularly prior to the school day, during morning, midday and afternoon breaks and at the end of the school day.

Within designated areas of premises (which may include toilets and shower areas) carry out cleaning, washing, sweeping and vacuum cleaning duties using approved cleaning agents and equipment.

Empty litter bins, polish and dust surfaces including fixtures and fittings in designated areas.

Undertake or supervise emergency cleaning duties as required within the whole premises and grounds, e.g. use of electrostatic spray guns and removal of graffiti (using approved cleaning agents & equipment), accidental breakages and spillages etc.

Control and prevention of litter throughout the school and associated grounds, i.e. all of the establishment's buildings, approaches, car parks, soft landscape grounds and all playing / communal areas within the school environ.

Minor ground maintenance tasks such as clearing of weeds from school grounds.

In the event of snow or frost, ensure that reasonable pedestrian access within the school environs is maintained.

Ensure that policies and procedures for vehicular access and egress to the school premises are implemented.

Ensure that halls / public areas are set out / cleared as required for a range of uses, including the removal and storage of chairs and tables and assist with the erecting and dismantling of stages and platforms as required.

Assist with the inspection of the property as required and liaise with Property & Technical Services or external contractors regarding property maintenance issues. Keep Head Teacher informed of property related matters.

Undertake all administrative procedures as required in relation to security of premises, property complaints, maintenance activities, energy conservation and anti vandalism measures.

Attend all in-service training arranged by the department.

Any other duties commensurate with the grade of the post as delegated by the Head Teacher or other person acting on his / her behalf.



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PERSON SPECIFICATION

POST OF: Janitor / Cleaner GRADE: 4		SERVICE: Facilities Management DEPARTMENT: Education		
ATTRIBUTES		ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS No minimum qualifications but applicants must be literate and numerate		✓		Application form/interview
RELEVANT WORK/ OTHER EXPERIENCE Cleaning experience Janitorial experience or similar Previous supervisory experience		✓	✓ ✓	Application form/interview
SKILLS AND ABILITIES Ability to work under pressure Practical skill such as DIY & an ability to operate and demonstrate cleaning equipment		✓	✓	Interview
PERSONAL QUALITIES Willingness to learn new skills Good communication skills Able to work on own initiative Able to work well in a team Enthusiastic individual		✓ ✓ ✓ ✓ ✓		Interview

ADDITIONAL JOB REQUIREMENTS			
To cover call out and lets	✓		Interview



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