

**Janitor (1.0FTE)  
Estates Department  
3 Months Fixed Term**

## **The Glasgow School of Art**

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The Glasgow School of Art is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to grow our student community in Glasgow by 25%, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

### The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21<sup>st</sup> Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

## The Role

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Job Title	Janitor
Location	Garnethill Campus
Reports to	Senior Janitors
Purpose	<p>To provide janitorial, portering and security services and undertake heavy duty cleaning across the campus</p> <p>To take part as an effective team member, in the three-shift rota pattern managed by the Senior Janitors, as required on campus, throughout the calendar year, on a 24 hour daily basis.</p> <p>To operate, with required training, the School's electronic security and access system, including the monitoring of CCTV resources, and keeping records of events and incidents.</p>

### **Area of Responsibilities:**

Various buildings across the Garnethill campus.

### **Principal Accountabilities**

- Collect and remove from premises, all designated rubbish and refuse, (including black sacks filled by cleaners), packaging, scrap materials, broken furniture etc., using wheeled bins and/or skips as appropriate.
- Ensure that corridors, stairs, emergency exits and escape routes are kept clear by removing or relocating obstructions as necessary.
- Ensure that designated fire and smoke control doors are closed, and fire extinguishers are replaced in designated positions.
- Use heavy-duty brushes, shovels, wet/dry vacuum machines, mops, buckets, etc., to tackle spillages of materials, flooding, build-up of refuse etc.
- Carry out weeding, sweeping and cleaning duties externally, at entrance steps, parking areas, doorways, paved areas and other immediate surrounds to School buildings.
- Outwith the hours of Domestic staff, to maintain standards of hygiene and presentation of restrooms and other public areas across the campus,
- Undertake moving and lifting of heavy or bulky objects, including the loading/ unloading of materials from vehicles, moving and setting in place of furniture, taking delivery of parcels, unpacking pallet loads of paper, publications, etc. and distributing contents as appropriate, e.g. photocopy paper.
- Move exhibition boards, timber lengths, portfolios, equipment and artworks by hand, by trolley and by School vehicle, as appropriate.

- Move Estates equipment, e.g. step ladders, scaffolding, hoists, and maintenance equipment to required locations across the Campus.
- Deliver mail to each building on the Campus on a daily basis, and to uplift outgoing mail and deposit for franking. Also undertaking special deliveries outwith the School, e.g., to banks and other institutions within the city.
- Exercise an awareness of security measures at all times on the campus, and to take part in the overall shift pattern, including backshift and nightshift working.
- Monitor through CCTV the activities across the campus, and to take action where necessary to assist or intervene via intercom, or by dispatching resources to deal with situations.
- Respond appropriately to suspicious events, alarms and emergencies by contacting police, fire or other emergency services, and where necessary, seeking further guidance from senior management. To undertake locking-up patrols and inspections of School properties as directed, outwith occupied hours.
- Use step-ladders and other staging as appropriate, to carry out high level cleaning using vacuum equipment and other hand tools.
- Use scrubbers, water and detergent from time to time to clean down entrance steps, approaches and other vulnerable or public areas of building environments across the campus.
- Use wet/dry vacuum machines to remove water from floor areas affected from flooding or spillage.
- Outwith the hours of cleaning staff, undertake where necessary, replenishment of consumables in washrooms and toilets, i.e. toilet roll, soap, roller towels, paper towels etc. Undertake any required cleaning and mopping of these areas.
- Cover the Reception Area of the Reid Building when required, to answer internal and external telephone calls, and to deal with general enquiries from staff, students and members of the public, outwith the core hours of the Telephonist/Receptionist service. To undertake any other duties that may be reasonably requested by the Senior Janitors, or the Estates Manager.
- Uniform clothing will be provided, and Protective Clothing and footwear appropriate to the work undertaken, and this will require to be worn as directed when on duty.
- Training will be provided for activities such as lifting and handling, the use of fire extinguishers, and fire evacuation procedures.
- Undertake Fire Marshall duties following the successful completion of appropriate training and support.
- Willingness to undertake First Aid Training. There is the opportunity to act as a First Aid representative on successful completion of appropriate training.

**Relationships**

Principal Internal Contacts:

- Estates staff including Domestic Assistants and Maintenance Staff
- A wide range of staff within GSA
- Students

Principal External Contacts:

- Visitors
- Contractors
- Suppliers

**Person Specification****Experience / qualifications**

Experience of janitorial and portering duties within public areas, restrooms, offices and working areas such as studios and workshops.

Experience of security systems would be desirable, although training will be given.

**Skills and attributes**

Must be a team player with an enthusiastic approach to work.

**Terms and Conditions**

Contract	Permanent
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 1 month.
Salary	Grade1, £15,417 - £16,035 per annum plus shift allowance
Hours	35 hours per week
Holidays	30 days plus 11 statutory holidays per annum
Pension	Option to join the Local Government Superannuation Scheme
Notice Period	1 month