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| **University of St Andrews**  **Estates**  **Bedellus (Head Janitor) – MC2666SB**  **Further Particulars for Applicants** |

The University of St Andrews was founded in 1413 and currently occupies 146 academic, administrative and residential buildings throughout the town, In addition, the University also owns playing fields, agricultural land and a former industrial site at Guardbridge.

The estate is extremely varied. Whilst many of the buildings enjoy listed status and are integral to the unique qualities and characteristics of St Andrews and North-East Fife, many more have been added over the years as the University has grown. The portfolio ranges from nationally important historical buildings through to state of the art teaching and research facilities.

The University is investing heavily to further develop and expand its estate in support of its medium and long-term objectives. It will therefore to continue to play a leading role in preserving and enhancing the built environment as it reinforces its position as a World renowned centre of learning, research and sustainable development.

ESTATES

Estates is a key support unit providing a range of functional activities that will help the University achieve its corporate objectives. It is an integrated centre of excellence responsible for implementing decisions related to the buildings, fabric and infrastructure of the University. It provides specialist advice to the University on strategic estates issues as well as its statutory obligations.

The comprehensive service provided includes:

* Estate Strategy and planning
* Professional and Technical Services with a particular focus on compliance issues including Health and Safety, asbestos management, water safety
* Delivery of the Capital investment plan
* Maintenance and operation of the estate including planned and reactive works
* Building Management Systems
* Forward planning including life-cycle replacement
* Janitorial, Security, Cleaning and Mail Services
* Sustainability including energy, the environment and waste management
* Helpdesk and Administrative support

The unit currently employs around 250 staff and is committed to supporting the University in achieving excellence by providing a range of integrated services that are professional, customer-focused and designed to provide and maintain an estate that is safe, compliant and suitable for its intended purpose. We actively seek improvements in all we do and will continue to embrace the principles of sustainable development, innovation and collaboration.

The University is recognised as a leader in sustainable development practices and has a robust Carbon Management Plan in place that outlines its journey towards carbon neutrality. Key features of this plan are the development of a 6.5MW biomass energy centre and a 12MW wind farm. The University also operates the largest (£2.6M) energy efficiency investment (SALIX) fund in the UK HE sector that enables the institution to invest in energy saving practices.

In the next few years, there will be an additional capital programme of circa £30m per annum and

the focus will be on ensuring that this is invested so that the estate assets are operating at optimum efficiency whilst delivering the University’s strategic themes

**The job description for this role is attached below.**

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| **Job Description** |

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| Job Title: Bedellus (Head Janitor)  Unit: Estates  Reporting to: Security Manager (or Deputy Security Manager during absence of Security Manager) / Assistant Director (Facilities)  Responsible for: A janitorial team of 3 Senior Janitors & 13 Janitors; Mailroom Supervisor & 3 staff; Managing the University mace bearing Team.  Job Family: Operational & Facilities | Working Hours: Full-time/36.25 hours per week  Grade/Salary Range: Grade 5/£27,025 – £32,236 per annum  Reference No: MC2666SB  Start Date: As soon as possible |

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| **Main Purpose of Role** |

The primary purpose of the role is that of Head Janitor, with management responsibility for Senior Janitors, janitorial teams and Mail Room staff and their respective functions within Estates. The post-holder will also carry out a range of ceremonial duties and will be responsible for leading the organisation and deployment of University mace-bearers on important occasions in the university calendar, as well as the custody and safe-keeping of ceremonial artefacts including academic gowns. The post-holder on occasions of absence of the Deputy Security Manager will oversee Security Officers and Parking Wardens, including rostering of duties.

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| **Key Duties and Responsibilities** |

1. Directly responsible for the line management of Senior Janitors, the Mail Room Supervisor and their teams to ensure the efficient and effective delivery of janitorial services in areas where these are provided.
2. Oversee the daily operation of the University Mail Room, liaise with Royal Mail and other mail service providers as required and prepare and submit reports associated with this operation as required.
3. Plan and maintain duty rosters to ensure appropriate levels of resourcing across areas of janitorial and Mail Room provision.
4. Facilitate regular meetings with Senior Janitors and the Mail Room Supervisor to identify any concerns or performance related issues that may need addressed, and to provide updates on wider Estates developments where appropriate.
5. In conjunction with the Security Manager or their deputy, as required, ensure the briefing and awareness raising amongst janitorial and Mail Room staff of current security issues, ensuring effective two-way communication between security staff and janitorial teams.
6. Assist the University Security Manager during the planning and operational aspects of major events taking place in or on University property.
7. As directed by the Executive Officer, Principal’s Office, carry out a full range of duties associated with the ceremonial and historic post of Bedellus and specifically:
8. Ensure the provision of mace bearers at ceremonial and other events as required;
9. Train and lead the mace bearers;
10. Ensure the security and safe-keeping of ceremonial maces during such events;
11. Store and provide as required ceremonial robes used by senior officers of the University including the Chancellor and Vice-Chancellor;
12. Attend meetings of the General Council;
13. Attend chapel ceremonies as agreed;
14. Assist in the marshalling and organisation of members of the University community taking part in ceremonial events including graduation;
15. Assist in the planning of ceremonial events;
16. In conjunction with Senior Janitors ensure that the University flag is flown on appropriate occasions;
17. Attend to any other duties associated with the role of Bedellus and assist in the maintenance of the highest standards during all ceremonial occasions.
18. Manage, in conjunction with Estates colleagues the administration of janitorial, Mail Room and mace bearer’s equipment and uniform requirements; training requirements; sourcing of appropriate training; maintenance of training records; and the scrutiny of overtime returns and leave records.
19. Undertake any training courses necessary for the safe and efficient discharge of duties or for the wider efficiency and effectiveness of Estates and the University.
20. Act as the Health and Safety Coordinator for the janitorial service , ensuring staff are appropriately briefed on Health and Safety compliance, risk assessments are maintained, updated or created where required and that any incidents or near misses are recorded and reported timeously.

9. Ensure compliance with all policies of the University of St Andrews including health and safety and human resources and in particular ensure the timeous submission of reports concerning janitorial or Mail Room staff.

10. Prepare such management reports and attend any meetings as may be required.

11. Proactively foster good communication with all stakeholders, including staff in schools and other areas to ensure a high quality of service, standards are being maintained and any required changes are taken into account.

Special Requirements:

This is a unique post with an historic University which calls for the highest level of organisational skills as well as an appreciation of and personal commitment towards the ceremonial events associated with the institution. Experience may have been gained in a military or other service background and the post-holder will be confident when dealing with people, including those at the highest level of University management, and in appearance and attitude will lead by example. While normally working a defined weekly pattern, the role requires flexibility, a willingness to travel as required. Uniform including ceremonial dress will be provided and worn.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

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| **Person Specification** |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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| **Attributes** | **Essential** | **Desirable** | **Means of Assessment**  (i.e. application form, interview, test, presentation etc) |
| Education & Qualifications  (*technical, professional, academic qualifications and training required)* | Higher grade or equivalent educational qualification including English. |  | Application form and interview. |
| Experience & Knowledge  (*examples of specific experience and knowledge sought*) | Evidence based experience of:  working in a role requiring a high degree of organisational skills;  effective line management experience;  decision making in previous roles or in relevant circumstances;  administrative skills;  Working with people. | Previous role-related experience not essential but if relevant to the role would be an advantage.  Knowledge of the University is not essential but desirable.  Previous experience of uniformed ceremonial duties | Application form and during interview. |
| Competencies & Skills  (*e.g. effective communication skills, initiative, flexibility, leadership etc*) | Evidence of:  effective oral and written communication skills;  flexible working practices;  team working;  dealing with difficult situations.  Working to specified deadlines  Good leadership skills  Excellent customer care skills |  | Application form and during interview. |
| Other Attributes/Abilities  (if applicable) | Understanding and working experience of IT systems and in particular e-mail.  Able to meet the requirements of the post which involve walking in ceremonial processions and carrying a heavy mace.  Excellent attention to detail | Full and valid United Kingdom driving licence with entitlement to drive. | Application form and production of licence.  Application form. |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information** |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx), however if you are unable to do this, please call +44 (0)1334 462571 for a paper application form.

For all applications, please quote ref: MC2666SB

The University of St Andrews is committed to promoting equality of opportunity for all, which is further demonstrated through its working on the Gender and Race Equality Charters and being awarded the Athena SWAN award for women in science, HR Excellence in Research Award and the LGBT Charter; <http://www.st-andrews.ac.uk/hr/edi/diversityawards/>.

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Obligations as an Employee** |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

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| **The University & Town** |

Founded in the early 15th century, St Andrews is Scotland’s first university and the third oldest in the English speaking world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, the town of St Andrews was once the centre of the nation’s political and religious life.

Today it is known around the world as the ‘Home of Golf’ and a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than 40% of the local population.

The University of St Andrews is a diverse and international community of over 11,000, comprising students and staff of over 120 nationalities. It has 8,800 students, just over 7,000 of them undergraduates, and employs approximately 2,540 staff - made up of c. 1,190 in the academic job families and c 1,350 in the non-academic job families.

St Andrews has approximately 50,000 living graduates, among them former Scottish First Minister Alex Salmond and the novelist Fay Weldon. In the last 90 years, the University has conferred around 1000 honorary degrees; notable recipients include Benjamin Franklin, Rudyard Kipling, Alexander Fleming, Iris Murdoch, James Black, Elizabeth Blackadder, Tim Berners-Lee and Hillary Clinton.

The University is one of Europe’s most research intensive seats of learning. It is the top rated university in Scotland for teaching quality and student satisfaction. In the Research Excellence Framework (REF) 2014 the University was ranked top in Scotland for quality of research output and one of the UK’s top 20 research universities.

St Andrews is consistently held to be one of the United Kingdom’s top ten universities in university league tables compiled by The Times and The Sunday Times, The Guardian and The Complete University Guide. The University has eight times been named the top multi-faculty university in the UK in the National Student Survey – a direct reflection of the quality of teaching, assessment and facilities. In international and world rankings St Andrews scores highly for teaching quality, research, international outlook and citations. It is established as a World Top 100 institution in annual rankings produced by QS and Times Higher Education.

Its international reputation for delivering high quality teaching and research and student satisfaction make it one of the most sought after destinations for prospective students from the UK, Europe and overseas. In 2015 the University received on average 12 applications per place. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

The University is closely integrated with the town. The Main Library, many academic Schools and Service Units are located centrally, while the growth in research-active sciences and medicine has been accommodated at the North Haugh on the western edge of St Andrews.

As the University enters its seventh century, it is delivering a varied programme of strategic investment, including the refurbishment of its Main Library and a major investment in its collections, the opening of a research library, the development of a major arts centre and a Music Centre, the refurbishment of the Students’ Union, the provision of 900 additional students beds, the relocation of professional services to purpose built accommodation and the development of a wind-farm and green energy centre to offset energy costs.