



**T H E   H I G H   S C H O O L**  
*o f   G l a s g o w*

Handyman / Janitor  
Application Pack

# Handyman / Janitor

## Hours of Work

2.30pm to 10.00 pm, Monday to Friday, during term time.

Variable shifts between 7.30am and 6.30pm Monday to Friday, during non-term times, with additional hours as required and the possibility of some weekend work.

Hours of work include a half hour paid break (this is a paid break as you will be expected to be on call and within the school during this time in order to deal with any urgent situations).

## Rate of Pay

£12.90 per hour

## Key Responsibilities

- Providing joinery and handyman tasks and responsibilities daily.
- Closing the school at the end of the day and carrying out the lockup procedure.
- Ensuring that premises are wind and water tight.
- Providing Security.
- Operation of heating, lighting and ventilation.
- Testing of fire alarm and keeping accurate records of testing.
- Portable Appliance Testing.
- General Maintenance, joinery, painting, replacing light bulbs, erecting shelves, etc.
- Setting out of halls for school events, etc.
- Some cleaning duties (when no domestic services are present).
- Providing portering and traffic duties.
- Monitor and report on all aspects of health and safety relating to property.
- Dealing with staff, pupils, parents and others in a polite and professional manner.
- Door duty at key times, greeting pupils and ensuring there is no unauthorised access/egress.
- Testing fire alarm call points and recording of testing.
- Assisting with Fire Drills.
- Programming and setting alarms, time clocks including TV's, VDR's, DVD's etc.
- Sweeping playgrounds, clearing silt, clearing snow/ice, removing leaves and emptying waste receptacles.
- Changing light bulbs as required.
- Interior painting.
- Clearing of low level gutters/flat roofs etc.
- Taking cash to bank/mail to post office, using own transport (claim mileage as incurred).
- Collecting Mail from sorting office.
- Working at Junior School as required.
- Anything else reasonably required to ensure the smooth running of the school.

**This list is not exhaustive but is indicative of the types of duties that are expected of a High School of Glasgow Janitor.**

## Skills / Experience / Training

- Knowledge of Health and Safety Issues.
- Some joinery skills would be an advantage.
- Some painting skills are desirable.
- Ability to work alone and unsupervised.
- Proven track record of interpersonal / communication skills.
- Must have a pleasant presentable personality.
- Ability to work under strict time pressures.
- Full clean and current driving licence.
- Experience in a similar role would be an advantage but is not essential.

## Management Line

Responsible to the Director of Estates and Administration or as directed by them through the Senior Janitor.

## Remarks

The successful candidate will be required to liaise closely with all staff to meet the needs of the School and will also be expected to provide extra hours on occasion.

## Apply

Please apply by sending a CV and a covering letter to [vacancies@hsog.co.uk](mailto:vacancies@hsog.co.uk).

The closing date for applications is Friday 11<sup>th</sup> April 2025.

## General Information

The High School of Glasgow is a vibrant, caring and high-achieving co-educational day school for pupils between the ages 3-18, which has been part of Glasgow's story since the 12th century. We aim to create a happy and nurturing community in which each individual is enabled to develop their all-round potential from the academic to sport, the expressive arts and beyond. Our young people are encouraged to develop a sense of responsibility and to pursue excellence in all their activities and opportunities.

Drawing upon our Christian heritage and being a school community open to all faiths and none, our ethos promotes the importance of positive relationships, seeking to foster an atmosphere of mutual tolerance and support, traditional values and a concern for others. We benefit from excellent resources, modern purpose built accommodation and having our playing fields on campus. High School pupils take a positive and enthusiastic approach to the opportunities before them and demonstrate great fun, creativity and energy in all aspects of their school life. In the end we wish to see them develop into well-rounded, confident, articulate and caring young people who will seek to make a difference in life.

The School was founded at Glasgow Cathedral in the 12th century, became the Grammar School of Glasgow under the control of the Town Council in the 15th century and was renamed the High School of Glasgow in 1834. In 1894 the Glasgow High School for Girls was founded. When education in Glasgow was reorganised in the 1970's, the Glasgow High School for Girls became a comprehensive school and lost its identity, and the High School of Glasgow was closed. The new, independent, co-educational High School came into being in 1976 on the day after the closure.

The School is housed on two sites approximately two miles apart on the north side of the city. There are 684 children at the Senior School, 283 at the Junior School - a total of 464 girls and 503 boys. The Rector has overall responsibility for the whole school; there is also a Head Teacher at the Junior School and a Head of Senior School. The modern buildings at the Senior School are set on extensive playing fields at Old Anniesland while the Junior School is situated in Bearsden in buildings that have been modernised and extended.

Junior School developments have included a special area for pre-school Kindergarten, a suite of rooms for Primary 1 and 2 children, refurbished Primary 4 and 5 classrooms and Art room, and at the Senior School a Drama Studio, a grandstand containing a refectory and multi-gym fitness centre, a new Information and Communications Technology building, a new state of the art Science extension, opened in 2008 as well as refurbished sporting facilities including five rugby pitches and two artificial hockey pitches, the most recent being an international standard water-based pitch as part of our on-site 23 acres of playing fields. In November 2017 a new Health and Wellbeing Centre was opened.

Since 1976, the High School has established itself in a manner that its supporters could barely have expected in the 1970s. Over £12m has been raised through a combination of resources, appeals and individual donations. Very few schools can have received such support from its former pupils, parents and well-wishers and we benefit from a very positive school and alumni community.

Through the High School of Glasgow Educational Trust we are able to support annually between 60 and 70 Senior School pupils with bursaries who would not otherwise be able to attend the school.

The High School has established itself as one of the leading independent schools in the country with a high demand for places and an outstanding academic record.

*"Children who are happy, respected, secure and encouraged will do well, they will thrive. They will be open to getting involved, working hard and making the most of the opportunities and challenges around them. They will be open to doing their best in every circumstance and to developing a sense of responsibility for themselves and for the needs of others and the wider world.*

*Here at the High School we are firmly wedded to the belief that to nurture the whole child the values and ethos described above must be provided for within an atmosphere of tolerance, care and positive relationships. These values underpin all aspects of our daily life across classrooms, corridors, expressive arts, sport and beyond. They also allow our young people to have the opportunity to experience an all-round rich and supportive learning environment in which they can develop their potential to the full and are encouraged to aspire for excellence in all they do".*

**John O'Neill – Rector**