



Job Description and Person Specification

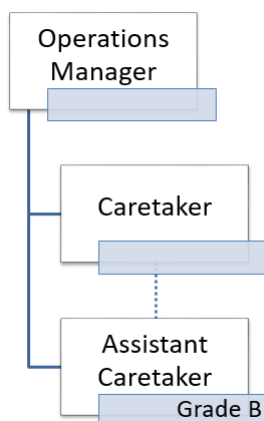
Job title	Assistant Caretaker
School	John Rankin Schools
Salary grade	Grade B
Work location	Across the John Rankin Federation
Reports to	Caretaker
Supervises	None

JOB PURPOSE

To assist the Caretaker in the maintenance of the school premises and buildings.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

- Assist the Caretaker in issuing soap, toilet rolls and paper towels and other items as required by the school
- Undertake any necessary action as directed by the Headteacher in the event of bad weather or emergency
- When on duty, assist the caretaker in directing building contractors to the site of the repair and maintenance works, verify what contractors have attended and note the completion of the tasks for which they were hired.
- Undertake minor repairs within your level of competence allowing for caretaking priorities, paying special attention to Health and Safety guidelines
- Carry out the movement of furniture and equipment within the site.



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MAIN DUTIES AND RESPONSIBILITIES

- To assist with the distribution of items delivered to the site, as required and as quickly as possible to avoid large items blocking exits and entrances
- Assist the Caretaker in completing a programme of painting and decorating to keep the interior of the school in good order
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, treating everyone with fairness and dignity
- Comply with school health and safety policies, procedures and rules

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION	Essential/ Desirable
Experience	
Previous experience of carrying out minor repairs and maintenance	Essential
Knowledge and experience of health and safety requirements	Desirable
Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Skills and abilities	
Ability to establish and develop positive relationships with all staff and visitors	Essential
Sound communication skills	Essential
DIY skills	Essential
Work-related personal qualities	
Confident, patient and tactful approach to staff enquiries and complaints	Essential
Flexible and approachable	Essential
Resilient under pressure	Essential