

Kent County Council

Job Description: *Multi-Skilled Operative*

Directorate:	Children, Young People, and Education
Unit/Section:	Children's In House Services
Grade:	KSB
Responsible to:	Registered Manager

Purpose of the Job:

Ensure the security of the children's home, and that the building is safe and compliant with current regulations. To upkeep general maintenance, service of internal and external buildings and surrounding areas. Specific duties will vary according to the children's home.

Main duties and responsibilities:

- **General Repairs and Maintenance:** Carry out routine repairs and maintenance to the building, fixtures and furnishings, both internally and externally, including basic decorating, to ensure the home remains safe, well maintained and nurturing, liaising with the Registered Manager or Deputy Manager to agree priorities.
- **Premises Security and Contractor Management:** Maintain the security of the premises, including opening and closing where required, identifying, fixing or reporting faults, and supervising contractors on site to ensure work is completed safely and in line with home requirements.
- **Grounds and External Areas Maintenance:** Maintain external areas of the home, including grass cutting, pruning, gardening, litter removal, leaf clearing and emptying bins, to ensure outdoor spaces are safe, tidy and well presented.
- **Cleaning and Housekeeping Support:** Undertake essential cleaning duties, including floors and toilet areas, in the absence of domestic staff to maintain a clean, hygienic and safe environment.
- **Utilities, Equipment and Supplies Management:** Monitor heating and boiler systems, including arranging oil supplies where applicable, oversee spa pool maintenance (where relevant), and ensure adequate stocks of maintenance and cleaning supplies are maintained and reordered as required.
- **Health, Safety and Compliance:** Implement and monitor health and safety requirements and relevant legislation, maintain facilities and compliance logs, complete regulatory checks (including fire drills and water checks), and oversee annual portable appliance testing (PAT) to ensure regulatory compliance.
- **Operational and Practical Support:** Provide portorage for deliveries and heavy items in line with manual handling guidance, ensure rooms are set up and dismantled appropriately for young people, assist with setting up and tuning TVs and equipment, and support the safe use of facilities.

- **Transport, Training and Professional Responsibility:** Drive the minibus as required in accordance with the Highway Code, attend required training (including working at height, TMV, manual handling and mandatory KCC training), and undertake any other reasonable duties commensurate with the role as directed by the Registered Manager.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Handyperson*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of general building maintenance and gardening.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to use a range of basic tools and machinery, e.g., lawn mowers, kitchen equipment, cleaning equipment etc. • Follow work routines/instructions and ability to prioritise workload. • Able to promote a positive Health and Safety culture within the workplace. • Basic knowledge/maintenance of a range of equipment and household tools. • Able to work with and be sensitive to the needs of children and their families. • This role is subject to holding a Full UK Driving License.
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of health and safety requirements/COSHH etc.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>