

Directorate: Children, Young People and Education
Unit/Section: Children's Short Break Unit
Grade: KR3
Responsible to: Registered Manager

Purpose of the Job:

Ensure the security of the establishment, provide a cleaning and general maintenance service of internal and externally buildings and surrounding areas. Specific duties will vary according to the establishment.

Main duties and responsibilities:

- Liaise with the Registered Manager on priorities of maintenance, cleaning and improvement work to ensure the work is carried out in order of priority.
- Maintain security on site and deal with any problems and attend to all contractors working site to ensure a safe environment.
- Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required for the type of establishment.
- To maintain landscaping of external areas to include grass mowing, pruning and other aspects of gardening as required.
- To ensure outside areas are kept tidy by removing litter, sweeping leaves and emptying bins etc.
- Ensure rooms are set up appropriately for each group/user and dismantled after use.
- Maintain adequate supplies of cleaning materials and supplies. Re-ordering when needed to meet the establishments needs.
- To implement and monitor all Health and Safety at work requirements and any relevant legislation.
- Attend training courses as required.
- Manage all routing and safety checks around the site.
- To oversee the annual testing of electrical portable appliances in the Short Break Unit.
- To undertake any reasonable duties as may be required by the Registered Manager.

Kent County Council

Person Specification: *Handy Person*

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 of 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 needs of children and their families.
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of health and safety requirements / COSHH etc.
EMPOWERMENT & ENTERPRISE	<ul style="list-style-type: none"> • Have a “can do” attitude, be positive, deal with things here and now.
OUTCOMES & DELIVERY	<ul style="list-style-type: none"> • Understand the priorities and work within the agreed timescales.
BEHAVIOURS AND KENT VALUES	<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