

Kent County Council

Job Description: *Handyperson*

Directorate: Adult Social Care and Health
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.

Footnote: This job description is provided to assist the job holder to know what his/her 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 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.
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