

Kent County Council  
Job Description: *Handy Person*

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**Directorate:** Children, Young People and Education  
**Unit/Section:** Children's Short Break Unit  
**Grade:** KR4  
**Responsible to:** Registered Manager

**Purpose of the Job:**

Ensure the security of the establishment, 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 short break unit.

**Main duties and responsibilities:**

1	Undertake general repairs and maintenance around the unit, inside and out, including decorating, repairs on furnishings and buildings to ensure a safe environment is maintained. Liaising with the Registered Manager or Senior Team Leader to identify any priorities.
2	Maintain security of the unit i.e., opening and closing of the premises if relevant, fixing or reporting any problems, attending to all contractors visiting or working in the unit to ensure it is a safe environment for everyone in the unit.
3	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.
4	In the absence of any domestic cleaners undertake any necessary cleaning of floors, toilet areas to maintain a tidy and hygienic environment.
5	Maintain adequate supplies of cleaning materials and supplies (oil, light bulbs, batteries, salt etc). Re-ordering when needed to meet the unit's needs.
6	Monitor the boiler/heating systems and order oil supplies (if relevant) to ensure it is kept running on a day-to-day basis to meet the unit's needs.
7	To implement and monitor all Health and Safety at work requirements and any relevant legislation. Assist in keeping facilities management logs up to date, along with regulation paperwork i.e., fire drills, water checks to ensure the unit is compliant with the regulatory body requirements.
8	To oversee the annual testing of electrical portable appliances in the Short Break Unit.
9	Provide portage for deliveries and awkward heavy items to ensure handed correctly and appropriately in line with health and safety and are moved to the correct area to keep passageways clear and hazard free.

<b>10</b>	Ensure rooms are set up appropriately for each group/user and dismantled after use. Assist in the setting up and tuning of TV's and videos to enable the equipment to be used when needed.
<b>11</b>	Perform maintenance duties on the spa pool (where relevant) including water purification plant and use of chemicals to meet health and safety requirements.
<b>12</b>	Drive the minibus for journeys and outings in accordance with the Highway Code to meet the unit's needs.
<b>13</b>	Attend training courses complete e-learning as required which include working at heights, Pat testing, TMV, Moving and Handling Inanimate loads, and the KCC mandatory training.
<b>14</b>	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 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.

## 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
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of general building maintenance and gardening.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to use a range of basic tools and machinery, e.g., lawn mowers, kitchen equipment, cleaning equipment etc.</li> <li>Follow work routines/instructions and ability to prioritise workload.</li> <li>Able to promote a positive Health and Safety culture within the workplace.</li> <li>Basic knowledge / maintenance of a range of equipment and household tools.</li> <li>Able to work with and be sensitive to the needs of children and their families.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Understanding of health and safety requirements / COSHH etc.</li> </ul>

<b>EMPOWERMENT &amp; ENTERPRISE</b>	<ul style="list-style-type: none"> <li>Have a “can do” attitude, be positive, deal with things here and now.</li> </ul>
<b>OUTCOMES &amp; DELIVERY</b>	<ul style="list-style-type: none"> <li>Understand the priorities and work within the agreed timescales.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>