

**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, provide a cleaning and general maintenance service of internal and external 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.
- To implement and monitor all Health and Safety at work requirements and any relevant legislation.
- Attend training courses as required.
- Manage all routine safety checks around the site.
- To undertake any reasonable duties as may be required by the Registered Manager.

## Kent County Council

### Person Specification: *HandyPerson*

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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"><li>• Previous experience of general building maintenance and gardening.</li></ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"><li>• Ability to use of 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 of a range of equipment and household tools.</li><li>• Able to work with and be sensitive to needs of children and their families.</li></ul>
KNOWLEDGE	<ul style="list-style-type: none"><li>• Understanding of health and safety requirements / COSHH etc.</li></ul>
BEHAVIOURS AND KENT VALUES	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li><li>• <b>We are curious to innovate and improve</b></li><li>• <b>We are compassionate, understanding and respectful to all</b></li><li>• <b>We are strong together by sharing knowledge</b></li><li>• <b>We are all responsible for the difference we make</b></li></ul>