

Role Profile for Handy Person (Enhanced)

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| Job Title | Handy Person – Enhanced |
| Reports to | Home Manager |
| General scope of post | Accountable for the general maintenance within the facility and grounds |
| Key Accountabilities | <ul style="list-style-type: none"> • Undertaken routine mandatory checks within the facility and grounds in line with legal requirements and Trust procedures. • Undertake routing maintenance tasks and minor repairs to furniture and equipment e.g. changing light bulbs, fitting tap washers, maintain wheelchair tyre pressures • Responsible for the safe management of equipment and stock within the scope of your practice • Undertake internal redecorations including wallpapering, painting and varnishing • Undertake gardening duties to ensure the exterior of the home is maintained to a good standard • Undertake the basic checks for the homes fire systems,, complete the log book and report faults to the Home Manager. |
| Health & Safety | All work undertaken must be carried out in accordance with the Health & Safety at Work Act 1974 and any other relevant statutory provisions. The Act requires that every person, carry out their work in such a way that they and other employees of the Trust, Home residents or members of the general public are not exposed to risks to their health and safety. |
| Number of Direct Report | This role has no direct reports |
| Financial Responsibility | This role holds no financial responsibility |
| Knowledge, Skills and Abilities | <p>Must be able to demonstrate literacy and numeracy skills in the English language</p> <p>NVQ 2 or 3 in Facilities Services</p> <p>Previous experience in a professional trade such as; painting & decorating</p> <p>A practical person with good DIY skills</p> <p>Understanding of Health & Safety Issues within a residential setting</p> <p>Good level of written and spoken English alongside good IT Literacy</p> |

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Person Specification

| ESSENTIAL | DESIRABLE |
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| <u>Qualifications:</u> NVQ 2 or 3 in Facilities Services. Must be able to demonstrate literacy and numeracy skills. | Formal training in carpentry etc Health & Safety Certificate COSHH training |
| <u>Experience:</u> Previous experience in a similar role where practical skills are a requirement. | Previous experience of relevant work e.g. caretaker, carpenter, kitchen fitter etc |
| <u>General Aptitude:</u> A liking for older people and the ability to relate to them in a sensitive manner. | |
| <u>Motivation:</u> A positive attitude and commitment to providing a well maintained environment in line with H & S and with the expressed ideas of the residents. | |
| <u>Knowledge:</u> | Understanding of responsibilities under HSAW Act, COSHH, Electricity at Work Act, Essentials of Food Hygiene, Infection Control. |
| <u>Specific Skills:</u> Ability to work on own initiative and prioritise work schedules. Good communication skills. | |
| <u>Interpersonal Skills:</u> The ability to form positive relationships with colleagues. | |
| <u>Team Skills:</u> The ability to work as part of a team and to promote harmonious working relationships by recognising that everyone has a contribution to make. | |