

# Role Profile for Handy Person (Enhanced)

<b>Job Title</b>	<b>Handy Person – Enhanced</b>
<b>Reports to</b>	Home Manager
<b>General scope of post</b>	Accountable for the general maintenance within the facility and grounds
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Undertaken routine mandatory checks within the facility and grounds in line with legal requirements and Trust procedures.</li> <li>• Undertake routing maintenance tasks and minor repairs to furniture and equipment e.g. changing light bulbs, fitting tap washers, maintain wheelchair tyre pressures</li> <li>• Responsible for the safe management of equipment and stock within the scope of your practice</li> <li>• Undertake internal redecorations including wallpapering, painting and varnishing</li> <li>• Undertake gardening duties to ensure the exterior of the home is maintained to a good standard</li> <li>• Undertake the basic checks for the homes fire systems,, complete the log book and report faults to the Home Manager.</li> </ul>
<b>Health &amp; Safety</b>	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.
<b>Number of Direct Report</b>	This role has no direct reports
<b>Financial Responsibility</b>	This role holds no financial responsibility
<b>Knowledge, Skills and Abilities</b>	<p>Must be able to demonstrate literacy and numeracy skills in the English language            NVQ 2 or 3 in Facilities Services            Previous experience in a professional trade such as; painting &amp; decorating            A practical person with good DIY skills            Understanding of Health &amp; Safety Issues within a residential setting            Good level of written and spoken English alongside good IT Literacy</p>

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## Person Specification

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