

Role Profile for Handy Person(Standard)

Job Title	Handy Person – Standard
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	There role is not responsible for any budgets
Knowledge, Skills and Abilities	<p>Must be able to demonstrate literacy and numeracy skills in the English language</p> <p>No formal qualifications, however must be a practical person with good DIY skills</p> <p>Understanding of Health & Safety Issues within a residential setting</p> <p>Good IT Literacy</p>

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Person Specification

ESSENTIAL	DESIRABLE
<p><u>Qualifications:</u> No formal qualifications. Must be able to demonstrate literacy and numeracy skills</p>	<p>Formal training in carpentry etc Health & 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 & 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>	