

Job Description

School	Bradstow School
Post Held	Children's Homes Handy Person
Salary Scale	Scale 4
Hours	37 (All year round) over 5 days 9am to 5pm with a 30 minute break Monday to Thursday, 9am to 4:30pm with a 30 minute break Friday
To Whom Responsible	Head of Care

Aim of the Post

To work directly reporting to the Head of Care providing quality, swift support to maintain and improve the buildings in the children's homes and where works require escalation to the maintenance or domestic teams, or to an external contractor, to act as client for the works on behalf of the Head of Care. To take a deep pride in the standard of accommodation maintained, and an intimate knowledge of defects and work in hand so as to build confidence with visitors such as prospective families, local authorities and Ofsted that site-related matters in the homes are proactively managed and resolved within the swiftest possible timescales.

Duties Comprise:

- To create, foster and safeguard a culture of customer-focussed service for the school's children's homes, their residents and staff
- Inspecting each children's home not less than daily, recording defects identified and rapidly (a) prioritising and (b) deciding which will be addressed by self and which will require other teams in the school and/or contractors.
- To undertake general "handy person" duties such as, but not limited to:
 - Cleaning as required;
 - Housekeeping and tidying of both internal and external areas including sanitary waste;
 - Remedial painting and decorating;
 - Making safe as required eg boarding a broken window, changing a lock and so on;
 - Pro-active improvements as requested by the Head of Care and (if authorised by the Head of Care) Home Managers such as installing notice boards, shelves, storage units and so on
- General portering duties including the of moving furniture, parcels, cleaning materials and delivery of meals to residential accommodation.
- Ensuring waste recycling areas are clean and tidy, movement of waste bins between collection points.
- Taking steps to keep the premises free from infestation from pests and vermin and taking immediate action, in accordance with instructions in force from time to time, on the discovery of any pests and vermin.
- Undertaking administrative tasks e.g. job sheets, meter readings, water temperature checks, emergency lighting checks, fire extinguisher checks and to keep records as required.

- Liaising with other school staff to maintain stock records as required.
- At all times to work in accordance with relevant health and safety procedures as advised from time to time by relevant staff such as the Site Manager and the Head of Domestic Services
- Carrying out bike maintenance on young people's bikes to ensure they are safe for pupils' usage.
- Supporting school events including room preparation and erecting of garden marquees.
- Undertaking routine building locking and unlocking in order to maintain effective security of the school site.
- Proactively taking steps to ensure that the premises are free from hazards and safe, warm and secure for students, staff and visitors.
- Acting as a registered key holder and ensuring the security of the premises.
- Recording defects identified, escalation to other teams and/or external contractors as instructed
- Working flexibly, efficiently and intelligently to undertake appropriate works at the appropriate times of day and points in the year: for example, developing the Forest School and horticulture areas during school holidays, attending to minor works in school buildings after the young transition back to the homes and so on.
- Supporting home managers with tasks such as:
 - Monitoring and ordering consumables, minor fixtures and fittings, domestic appliances and so on
- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

This job description may be amended at any time after discussion with you.

Person Specification

Children's Homes Handy Person

Essential Criteria

1. A strong customer-service focus, recognising the importance of swift action, strong communication and the presentation of a positive, can-do and professional approach at all times and in every interaction with anyone.
2. Domestic-level DIY skills
3. Willing to undertake additional training within a reasonable travelling distance.
4. Due to nature of this demanding role, there will be some physical tasks, candidates must be able to perform those effectively
5. Ability to undertake maintenance work as required to support the Children's Home team, including decorating.
6. Ability to prioritise own workload and meet strict deadlines.
7. To be flexible, practical and responsible in approach.
8. Good written communication skills to complete safety checks and prepare for audits. (This may include Functional Skills level 2, English GCSE C or above or equivalent qualification or demonstrable experience.)
9. Have knowledge of Health & Safety implications.

Desirable Criteria

1. Full clean driving licence, ideally with the code D1 included, and a willingness to drive the school vehicles
- 2.
3. Experience of working in a similar position, preferably 1 years' experience.

Note: Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.

Working at Bradstow can be both physically and mentally demanding and as such candidates must be both physically and emotionally robust.