

## **Handy Person**

Hours of work – 15/20 hours per week

SCP 14 - 16 pro rata 52 weeks per annum

Monday – Friday (Friday 12 – 5pm). Hours by negotiation. Any variation to these times due to meetings, building subject to agreement.

Inset Days etc will be notified in advance by the School Business Manager/Head Teacher

### **Prime Objectives of the Post**

- The person appointed will be competent and responsible for all types of school maintenance support needed, care, cleaning and security to provide the cost effective, professional building maintenance service to the standards required by the Governing Body and Head Teacher and in compliance with all Health and Safety Regulations.
- The person appointed should be capable of working on own initiative and diagnosing and repairing faults.

### **Responsible to**

School Business Manager and Site Manager

### **Range of Duties**

- The efficient operation of the school site in accordance with the school's policies and in particular those relating to the Health and Safety at Works Act 1974
- Liaise with the Site Manager to allow cleaners, contractors, staff and clubs access into the school during holidays and term time
- General portering duties and moving of furniture
- Assist school staff with simple tasks as requested
- Organise and prepare rooms as required for school use and lettings

### **Handyperson Duties**

- The range of duties would only include items where staff are appropriately trained with the correct tools, equipment and also comply with the terms of the Health and Safety at Work Act 1974.

#### **Examples of elementary tasks include:**

- Unblocking sink traps, replacing sink plugs and chains, replacing worn tap washers, adjusting ball valves in cistern, repairing cisterns, replacing chain pulls or levers, replacing taps.
- Unblocking rainwater outlets and drains.
- Toilet furniture - repair or replace toilet seats, paper and soap containers, hang mirrors.
- Secure, repair or replace doors, hinges, handles, window catches, cords and curtain rails, coat hooks.
- Visual checks of light switches, plug sockets etc, and reporting faults directly to the School Business Manager
- Oil locks, handles, hinges, gates and doors periodically as required and carry out minor repairs that do not call for a tradesman.
- Monitor the state of the furniture throughout the site and carry out minor repairs to chairs, desks, cupboards, shelves etc where possible. Reporting the need for replacements.

- Board up broken windows where reasonably practical. Painting and plastering repairs.
- Make safe damaged or missing floor tiles, secure carpets or remove to make safe.
- Other minor 'make do and mend' tasks to such things as floor covering, work surfaces, fences, gates, furniture etc, which may require nailing, screwing or gluing type of skills.
- Report to the School Business Manager any repairs and or maintenance work required on the premises which cannot be undertaken as part of the above duties.
- Take delivery of and store as appropriate, stationary, materials and other goods.
- Daily litter pick and sweep

### Heating

- Operate the heating plant and temporary heating equipment when requested by the School Business Manager. Keep the boiler house clean and free from accumulation of rubbish, wood or flammable materials.
- When necessary; see that pumps are working especially when there could be damage from frost.

### Cleaning

- Assist in the cleaning of the school and the cleaning of the inside of external windows. Ensure that inside glass is cleaned as necessary.
- The cleaning of all lights/shades fittings etc.
- Ensure that all playing areas, paths, porches, entrances etc are free from litter and litterbins are empty/emptied daily.
- See that all water surfaces, gratings are free from debris
- In the interest of safety, remove snow/ice from school paths and steps and apply salt grit when appropriate and to prevent further freezing
- Perform other emergency cleaning required due to accidents etc during school time
- To ensure that the toilets are kept clean in keeping with strict hygiene conditions, e.g. urinals, seats, pans and washbasins etc. **This may require more than one clean per day.**
- Ensure the removal of graffiti
- Daily floor maintenance, including hall, sweeping, cleaning and polishing of wooden floors, sweeping and cleaning of carpets
- Ensure corridors are kept clear of rubbish/furniture and tidy when appropriate

### FLEXIBILITY

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.