JOB DESCRIPTION

**POST TITLE:**  Handyperson/ General Trades

**GRADE:** Harmonised Salary Scale Point 14 (£18,022)

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

 (Shift Patterns)

**DEPARTMENT:** Facilities

**SECTION:** Estates

**RESPONSIBLE TO:**  Estates Foreman

**RESPONSIBLE FOR:** The effective delivery of general repair, maintenance and project work, including supporting colleagues within the Estates team, Facilities department and contractors

At all times carrying out the duties and responsibilities of the post in compliance with the College’s Equal Opportunities and Health and Safety legislation.

# **DUTIES AND RESPONSIBILITIES**

1. Undertaking duties associated with the repair and maintenance of college estate

3. Undertaking tasks within the estates team relating to Estates projects

4. Maintaining related tools and equipment to a good standard, identifying and reporting any faults to the relevant person

5. Liaising with the Estates Foreman as regards, workload, area of work, reporting and recording any related issues

6. Maintaining records relevant to the job role

7. Assisting the Estates Foreman in planning the testing of electrical items to be tested and the optimum work programme

8. Supporting other trades within the Facilities department as and when required

9. Meeting exacting timescales and working within guidelines

10. Being adaptable and working flexibly to provide an outstanding service to customers

11. To support and provide a backup service to your immediate supervisor in their absence.

12. Undertake training as required by the College in order to accommodate flexibility within the Facilities Structure.

13. Participating in the College staff Personal Development Review (PDR).

14. Carrying out any other reasonable duties within the overall function of the College, commensurate with the grading and level of responsibility of the job.

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Post:** | Handyperson | **Department:** | Facilities/Estates |

|  |  |  |
| --- | --- | --- |
| **Key Requirements:** | **Essential/****Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Minimum Level 3 Construction Trade Qualification | **E** | **I** |
| Have a valid full UK driving licence  | **E** | **I** |
| **Experience:** |  |  |
| 2 years’ experience working in a general maintenance environment | **E** | **A/I** |
| Good experience of carrying out repair work and keeping records | **E** | **A/I** |
| An awareness of Health & Safety legislation  | **D** | **I** |
| Experience of manual handling of multiple size & weight items  | **D** | **I** |
| Working in a customer focused environment  | **D** | **I** |
| **Skills/Knowledge:** |  |  |
| Knowledge of operational methods of working practice | **D** | **A/I** |
| A full range of skills associated with commercial maintenance | **D** | **A/I** |
| Skilled in prioritising own workload and able to work as part of a team | **E** | **I** |
| A knowledge of building maintenance and project work | **E** | **I** |
| Good communication and interpersonal skills | **D** | **I** |
| **Qualities:** |  |  |
| Ability to work to demanding timescales | **E** | **A/I** |
| Willingness to undertake some travel in line with the needs of the role | **E** | **I** |
| Flexibility and adaptability in working patterns | **E** | **A/I** |
| Confidence to approach and talk to a wide variety of people  | **E** | **I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **D** | **I** |
| Willingness to mentor work experience students  | **E** | **I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

|  |  |  |  |
| --- | --- | --- | --- |
| **Produced by:** | E. Hadley | **Date Produced:** | January 2018 |