



## JOB DESCRIPTION – July 2019

<b>Job Title:</b>	<b>Handyperson</b>
<b>Reports to:</b>	Estates Manager
<b>Department:</b>	Estates
<b>Hours per week:</b>	37.5 hours per week (8:30am – 5:00pm, Monday – Thursday and 8:30am – 4:30pm on Friday)
<b>Key Working Relationships</b>	
Estates Manager Maintenance Team Handymen/Handywomen Matrons Housemaster/mistress Boarding House Staff Health and Safety Adviser	
<b>Job Summary</b>	
<p>Working with as part of the small maintenance team under the guidance of the Estates Manager to provide an efficient maintenance service to all Boarding Houses. Working in conjunction with the Matrons and House Staff to carry out general maintenance tasks, as instructed by the Estates Manager or Matrons and assist with refurbishment work and light labouring duties, as and when required. To be proactive and able to identify and report on faults or damage to buildings by raising the required paperwork. To work closely with outside contractors when required for any maintenance requirement and any small works projects as directed by the Estates Manager or his/her Line Manager. To work closely with the Estates Manager on planned maintenance requirements by Housemasters/mistresses for minimal disruption to the School's core objectives and to adhere to the school's Health &amp; Safety policies at all times.</p>	
<b>Duties and responsibilities</b>	
<ul style="list-style-type: none"> <li>• In conjunction with the Matrons, carry out inspections of Boiler rooms, Fire alarms, Emergency light inspections visual and physical, Fire Door inspections, Legionella and water temperature checks etc.</li> <li>• The maintenance or repair of all buildings – internally and externally throughout the Boarding House undertaking small renovation projects and working to a high standard.</li> <li>• Where any task you are required to undertake requires protective equipment / clothing, the relevant items will be provided by the Estates Manager and you will be trained in the correct use of the PPE.</li> <li>• Willingly assist as necessary other trades within the Estates and Facilities department.</li> <li>• To work on own initiative.</li> <li>• To work within Health &amp; Safety Guidelines and Legislation.</li> <li>• To work under the supervision of the Estates Manager.</li> <li>• Report any damages / faults on equipment to the Estates Manager.</li> </ul>	

- To be prepared to attend any training required to carry out your duties.
- Carry out general maintenance tasks, as instructed by the Estates Manager, and assist with refurbishment work and light labouring duties, as and when required.
- To check emails for any tasks needed to be completed.
- To be responsible for picking up jobs from the ticketing system.
- To accurately record all checks undertaken as per the Fire Safety Management policy and the Health and Safety manual.

#### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

#### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

#### **Child Protection and Safeguarding**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Child Protection and Safeguarding Policy and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

#### **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

#### **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

#### **Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.