

Caterham High School

JOB SPECIFICATION



Job Title:	Handyperson
Grade:	LBR2
Responsible to:	Caretaker
Responsible for:	N/A
Date of Job Spec:	September 2019

Purpose of the Job

Under the direction/instruction of appropriate senior staff: assist in the provision of maintenance and security services on school premises and sites thereby ensuring a safe working environment, working with the site management team.

Main Responsibilities

Security

- Lock/unlock school buildings and areas as needed to fulfil the requirements of the post
- Operate alarm systems where appropriate/if needed

Cleaning and Maintenance

- Assist with minor/simple repairs/redecorating e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Operation of heating plant, cooling and lighting system
- Carry out minor decoration programme as agreed with Business Manager
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties
- Undertake routine "client" tasks in connection with premises-related contractors, e.g. gritting
- Assist with the maintenance of swimming pool and other specialist sports equipment following specialist training, if needed

Resources

- Ensure the maintenance of clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements to appropriate person
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

Organisation

- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

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PERSON SPECIFICATION



Post Title	Handyperson	Grade	Scale 2
Department	Facilities Team	Date of Person Specification	17/01/2018

Attributes	Minimum Criteria	Method of Assessment	Desirable Criteria	Method of Assessment
Experience	<ul style="list-style-type: none"> Handyperson experience 	Interview application		Interview application
Education, Training And Qualifications	<ul style="list-style-type: none"> Willingness to undertake induction training Cleaning and support services N /SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these 	Interview application		
Relationships	<ul style="list-style-type: none"> Ability to work as part of a team 	Interview application		

	<ul style="list-style-type: none"> • Ability to relate to children and adults 			
Equalities and Diversity	<ul style="list-style-type: none"> • Has an understanding of equalities and diversity 	Interview application		
Skills	<ul style="list-style-type: none"> • Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures • Willingness to gain knowledge of health and safety procedures and precautions • Willingness to gain awareness of COSHH regulations • Awareness of health and hygiene procedures • Knowledge of moving and handling procedures • Willingness to use relevant equipment • Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards 	Interview application		

Management, e.g.		interview		interview
People, Finance and Skills		application		application
Any additional factors	Willing to undertake further training and development as necessary	interview application		Interview application