



Dear Potential Applicant,

Thank you so much for taking the time to read about our vacancy for a Handy Person. This vacancy arises because we want to expand our capacity within our Site Team and allow for on-going maintenance to our school estate. Ideally, we are looking for someone who can work for 10 hours each week helping to look after our school site. Duties will be varied and include painting, general repairs and maintenance and looking after our outside areas. We would also be looking for someone who would have the flexibility to work additional hours to cover for Site Team absences. We really encourage visits to the school so that you can see in person the ethos we have created here at Chailey School. Leaders, Governors and Staff all share the ethos that children matter more than just exam results, and that by creating a kind and caring community we actually ensure our students are able to commit fully to their academic progress. We value all of our staff and recognise that we all have a part to play in ensuring our ethos is positive and happy. If you would like to visit the school, please contact Serena Rodd, PA to the Head Teacher by emailing [srodd@chaileyschool.org](mailto:srodd@chaileyschool.org).

We have very low staff turnover at Chailey and the staff are immensely supportive of each other. Our Site Team is comprised of a Site Manager and an Assistant Site Manager. Our School Business Manager line manages the team and will be the line manager of the successful candidate.



## HANDYPERSON

**Location:** Chailey School

**Grade:** [East Sussex Single Status 4 \(£21,189 to £21,675 pro rata\). Actual salary £5,727 to £5,831](#)

**Responsible to:** School Business Manager

**Responsible for:** Support with Maintenance of School Site

**Hours Per Week:** 10 hours per week 52 weeks a year

**Deadline for applications:** 10<sup>th</sup> March 2023

**Starting Date:** As soon as possible

### **Purpose of the Role:**

To undertake general maintenance duties as directed by the Team Leaders /Service Managers.

### **Key tasks:**

1. Treat users of the service with dignity and respect and maintain confidentiality as in line with school policies.
2. Report all repairs to the manager/team leaders, carry out such repairs as directed and liaise with Site Manager and School Business Manager.
3. Undertake minor building / equipment repairs as well as some decorating work and should be able to work under own initiative as well as responding to request from staff.
4. Carry out health and safety checks in line with school policies and procedures including inspection of and maintaining certain equipment.
5. Responsible for fire safety including daily, weekly and monthly checks when needed.
6. Assist with enquiries from staff, contractors and site workers, and report their presence to the School Business Manager. Direct site workers and contractors to the site of repair and maintenance work ensuring that they are accompanied at all times unless Lone Working has been authorised. Inspect, monitor and record work performance of contractors.



7. Notify the School Business Manager where appropriate, of the necessity for any repairs or maintenance.
8. Carry out non-specialist building maintenance work, e.g. decorating, gardening where such work is agreed as being within the reasonable capacity of normal handyman/DIY skills with strict adherence to Health and Safety Regulations at Day service sites.
9. Gain and have an understanding of the site services, controls and systems to be able to undertake daily tasks and check systems to ensure they are operating correctly, make necessary adjustments and to diagnose issues that require attendance by external contractors.
10. Move furniture and equipment as required.
11. Ensure water checks are actioned in line with Legionella requirements.



## PERSON SPECIFICATION

### Essential key skills, abilities, knowledge, experience, values and behaviours

- Ability to communicate effectively with clients and colleagues.
- Able to plan, prioritise & use initiative with handyperson tasks, working unsupervised.
- Ability to undertake a range of handyperson duties
- Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to work effectively and supportively as a member of the team
- Ability to demonstrate commitment to equal opportunities.
- A sound knowledge of building maintenance and cleaning
- An understanding and willingness to learn essential health and safety regulations, including COSHH and risk assessment and how they apply in the public sector
- An understanding and willingness to learn how the systems and services of a building work to be able to carry out operational checks and arrange contractor attendance of those systems where required
- Experience of carrying out basic building maintenance work, within the reasonable capacity of a normal handy person.
- Have general repair experience & able to undertake minor redecoration tasks.
- Experience of using DIY tools.
- A flexible approach to work, demonstrating use of initiative.
- Effective communication skills, including a respectful attitude towards service user group
- Ability to maintain confidentiality.
- Willingness to participate in further training and development opportunities offered by East Sussex County Council, to further knowledge



- Possession of current driving licence or the ability to demonstrate how the travel requirements of the role will be achieved

**Desirable key skills, abilities, knowledge, experience, values and behaviours**

- Ability to inspect and record the work of others
- Ability to demonstrate good inter-personal skills to communicate with a range of people.
- Working within a team.
- Health & Safety
- Knowledge and manual handling regulations.
- Experience of keeping work records
- Caring disposition and awareness of peoples' needs.

**Document version control:**

Date created/amended: September 2022

Name of person created/amended document: KA

Job Evaluation Reference: 7449



### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	Yes
Lone Working	Yes
Working at height	Yes
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	Yes
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No