

Calcot Services for Children

Job Description

Handyperson

The primary task of the handy-person is to ensure that maintenance and repair work is carried out as directed by the registered manager and senior staff. This will involve a wide range of tasks such as painting and decorating, erecting furniture and gardening.

It will be beneficial for a handyperson to have a broad range of experience covering all manners of household maintenance.

1. The Handyperson will be responsible to the registered manager and will work in conjunction with them and CSFC staff to proactively maintain the appearance of CSFC units and to look for ways of improving the environment for the residents.
2. To attend training as directed by CSFC and to identify with the unit manager any other training that may be required.
3. Handypersons will be able to manage their workload on a day to day basis, using their own initiative and will be able to work mainly unsupervised.
4. The purchase of appropriate tools and materials as required.
5. The Handyperson will be involved in the running of maintenance and repair programme set out by CSFC that will run throughout the year. This will take in all aspects of keeping the premises safe and ensuring health and safety standards are kept at maximum.
6. The Handyperson will have their own area, usually a shed which is too kept safe, clean and tidy. All working areas and equipment are subject to periodic safety inspections so must be looked after.
7. Handypersons will have regular supervisions with the unit manager which will seek to review working practice and establish ways in which the role could be improved. The supervision is also a place in which the handyperson can bring any concerns to the attention of the manager.

Working hours will be agreed with the registered manager and you may be required to work in other homes within the company.

There is also an on call system so that if there should be an emergency at one of the houses you may be called for advice or to come and examine the problem. If called to the home the handyperson will receive an on-call payment. This is run on a rota system between the homes.

CSFC

September 2006