

<b>POST TITLE</b>	<b>HANDYPERSON</b>
<b>DIRECTORATE</b>	<b>CHILDREN EDUCATION AND JUSTICE SERVICES</b>
<b>SERVICE</b>	<b>SPORTS AND OUTDOOR LEARNING UNIT</b>
<b>RESPONSIBLE TO</b>	<b>FACILITIES CO-ORDINATOR</b>
<b>NUMBER OF POST HOLDERS</b>	<b>CASUAL</b>
<b>ACTING UP/ SECONDMENT</b>	

**PURPOSE OF JOB**

To perform various tasks in the Centre involving minor maintenance and repairs. To undertake duties concerning minibus transport. To undertake a range of cleaning and household duties and stores equipment maintenance

**THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

- To perform cleaning duties within the Centre, the surrounds of the centre as directed
- To ensure that waste is disposed of regularly and hygienically. (bins washed on a regular basis)
- To move furniture and equipment as required.
- To oversee stocks of cleaning supplies, checking receipts against invoices/delivery notes, and documenting issues.
- To perform minor maintenance to Centre fixtures and fittings as required.
- To perform other maintenance or cleaning duties as may be required from time to time. To assist in loading and unloading of vehicles including those of other suppliers.
- To assist in ensuring that buildings are safe and accessible at all times, keeping fire exits free from obstruction, and clearing leaves, rubbish, snow/ice from drives and pathways.
- To monitor condition of fixtures and fittings in the Main Centre and other Benmore properties and reporting faults.
- To drive Minibuses if required (when permit gained).
- To carry out regular vehicle checks and cleaning, and to complete necessary paperwork. (including monthly collation of log sheets).
- To maintain the security of the buildings in collaboration with senior staff members and assist in the routine testing and maintenance of fire protection systems.
- To transport and undertake collection of Personnel, goods from local suppliers
- To transfer of cash to local banks, as directed by the Bursar.

**THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

- Previous maintenance skills
- Previous cleaning skills, but not essential

**ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

- Post holder requires to complete tasks within timescales to meet service and hygiene standards as directed by line manager
- Lifting and moving of heavier items like bunk beds might be required at times. These tasks are 10% of full duties
- The job is 80% cleaning and 20% other (maintenance etc)

- The post will work primarily inside, some outside work might be needed at times but would be less than 10% of the time.
- Exposure to general cleaning chemicals
- The post will be exposed to different service users including children, some with additional needs as well as other types of customers

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- None

#### **RESOURCES**

- The post will be responsible for a range of cleaning equipment and will update and maintain levels.

#### **HEALTH AND SAFETY**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).