



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title</b>	Handy Person	<b>Reporting to</b>	Care Home Manager
<b>Grade</b>	K	<b>Posts/Team reporting to this role:</b>	None
<b>Business unit</b>	Intermediate Care	<b>Role Profile Reference</b>	P/A

### Role Purpose

The Handy Man is responsible for general and routine maintenance within the home and grounds.

### Role Accountabilities

1. Test the fire alarms weekly, checking the system, fire doors and fire torches. Reporting any faults and informing the senior on duty. Test the emergency lighting system on a monthly basis, ensuring all tests and faults are recorded in the fire logbook.
2. Domestic tasks, which could include assisting with cleaning windows, toilets, floors, carpets walls and furniture in the unit with appropriate cleaning materials.
3. Undertaking routine maintenance tasks, e.g. changing light bulbs/tubes, fitting taps washers, making minor repairs to furniture and equipment using small hand tools and being responsible for maintaining good pressures on wheelchair tyres.
4. Keeping the outside areas clean and tidy, sweeping up and disposing of rubbish and leaves. Cleaning of garden furniture, refuse bins, also undertaking gardening duties not covered by contracts e.g. control moss and weeds among paving areas and paths. Treat outside areas with grit and anti-fungicides when appropriate.
5. Do Health and Safety checks both inside and outside the building. Keeping documentation accurate and up to date and reporting any issues that arise.
6. Check electrical equipment for loose connections, correct fuse amperage and wire insulation, adhering to Health and Safety procedures at all times.
7. Flushing outlets as per schedule. Take daily / weekly checks on water temperatures, keeping records and reporting any faults. Check the heating system is operating correctly.
8. Undertake internal re-decoration and erect shelves, pictures, notice boards, etc. as required. Undertaking building duties for furniture and goods.
9. Maintain call systems, ensuring all call units are in working order and renewing batteries when required.
10. Report any damage or defect to the senior officer on duty following up with appropriate agencies for repairs.

## **Other Key Features of the role**

1. Attend any training courses to improve and broaden knowledge skills base and to keep up to date with current skills.
2. Maintain stock levels.
3. Maintain security both within the building and in the immediate vicinity of the establishment.
4. To attend staff meetings.
5. To participate in supervision and appraisals.
6. To be aware and comply with all SEQOL Policies and Procedures e.g. Health and Safety, fire procedures, COSHH, etc.

## **Knowledge and Experience**

- Have experience of general maintenance, repair and decorating duties.
- Ability to complete NVQ Level 1 in infection control.
- Knowledge of COSHH.
- Knowledge of fire procedures, equipment and record keeping.

## **Statutory and or Qualifications required for this post**

### **Contacts and Relationships**

- To develop and maintain good relationships with outside contractors.
- To work other areas when required.
- To communicate with other staff and service users.

### **Key Values and Behaviour Competencies:**

- To identify personal development and training needs.
- To be able to re-decorate, using own initiative and colour co-ordination.
- To work towards NVQ Level 1 in infection control.
- To be flexible to do tasks outside of your normal duties after consultation.
- Working knowledge of dementia.

### **Self-Aware**

Awareness of one's own behaviour, values, attitudes, strengths and weaknesses  
Ability to reflect on one's behaviour and change them

### **Has integrity**

Authenticity – being yourself and not wanting to look good or avoiding to look bad  
Leading by example – being the role model you wish others to grow in to

### **Collaborator**

Giving space to others and not imposing own views or judgements  
Enabling development through co-creation and collective learning

### **Has meaningful relationships**

Is compassionate and accepting of others

Connecting with others on an honest human level

**Resilient**

To be aware of and utilise personal strengths and resources to endure tough times  
Keeping a positive outlook and using challenges as personal growth

**Has clarity of intention**

Clear and effective communicator  
Is purposeful and makes decisions

Board Director	
Signature	Date