

Job Title: Handy Person	Role Profile Number: P/A
Grade: K Salary:	Date Prepared: July 2018
Directorate/Group: Adults Services	Reporting to: Care Home Manager

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 log book.
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 ect 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 SBC Policies and Procedures e.g. Health and Safety, fire procedures, COSHH ect.

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

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Board Director	
Signature:	Date

General Information

Equality & Diversity

SBC is committed to achieving equality of opportunity for all employees and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the organisation.

Health & Safety

SBC recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the SBC shall be conducted so as to ensure that patients, their relatives, contractors, voluntary workers, visitors and members of the public having access to SBC premises and the facilities are not exposed to risk to their health and safety.

Appraisal and Personal Development

SBC is committed to lifelong learning for all employees and has put in place an appraisal and development infrastructure.

Information Governance

It is a contractual requirement for the post holder to ensure that as a minimum they acquire the necessary skills to implement good practice in all matters relating to information governance and in particular data which can be attributed to an individual.

The post holder must adhere to SBC information governance policies and procedures including the Data Protection Act, Records Management, and any other applicable policies and regulations.

Records Management

The post holder has a responsibility to adhere to the standards defined within SBC policies in the creation, use, closure, retention, and disposal of records. The types of record held may consist of patient or staff records, administrative records, photographs, microfiche, audio and tapes, e-mails, electronic and scanned records and text messages.

Data Quality

SBC is committed to producing relevant and reliable data and information to support decision making, manage performance and provide evidence to demonstrate compliance with CQC standards. The post holder is responsible for ensuring any data and information recorded by the individual complies with any guidance or policies.

Partnership Working

SBC is committed to partnership working and staff involvement, underpinned by the values of openness, trust, employee involvement, development, diversity at work, commitment to modernisation and delivering the highest standards of performance.

Person Specification

Please list the criteria below in accordance with the requirements of the Role Profile

For the Post of:			
No.	<i>Criteria</i>	Minimum/ Preferred	Method of Assessment
		M = Minimum P= Preferred	<i>I = Interview</i> AF = App Form T = Test P= Presentation
1	<p><i>Knowledge & Experience: (Including Qualifications)</i></p> <p>Have experience of general maintenance, repair and decorating duties.</p> <p>Ability to complete NVQ Level 1 in infection control.</p> <p>Knowledge of COSHH.</p> <p>Knowledge of fire procedures, equipment and record keeping.</p> <p>Knowledge of water treatments and record keeping.</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>AF</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
2	<p><i>Decision Making:</i></p> <p><i>Identify safety issues and respond accordingly.</i></p> <p><i>Safe working practices.</i></p>	<p>P</p> <p>M</p>	<p>AF/I</p> <p>AF/I/T</p>
3	<p><i>Contacts and Relationships:</i></p> <p>To develop and maintain good relationships with outside contractors.</p> <p>To work other areas when required.</p> <p>To communicate with other staff and service users.</p>	<p>M</p> <p>M</p> <p>M</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I/T</p>

4	<p><i>Creativity and Innovation:</i></p> <p><i>Work in an innovation manner.</i></p> <p><i>Creatively meet the needs of the service.</i></p> <p><i>Ability to build and maintain furniture etc.</i></p>	M M P	AF/I AF/I AF/I
5	<p><i>Other Requirements:</i> <i>(e.g. ability to get to other sites etc.)</i></p> <p>To identify personal development and training needs.</p> <p>To be able to re-decorate, using own initiative and colour co-ordination.</p> <p>To work towards NVQ Level 1 in infection control.</p> <p>To be flexible to do tasks outside of your normal duties after consultation.</p> <p>Working knowledge of dementia.</p>	P M M M M	AF/I AF/I AF/I AF/I AF/I

Note to candidates

When completing your application form, please give examples to show how your skills, abilities, achievements and experience demonstrate that you meet each of the criteria in the person specification above which are shown as being assessed from the Application form (i.e. those marked as AF).