**Margaret Roper Catholic Primary School**

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**Handy Person**

**Role Profile and Person Specification**

**January 2020**

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| **Job Description** |
| **Job Title:** | **Handy Person** |
| **School /Academy:** | **Margaret Roper Catholic Primary School** |
| **Grade Range:** | **Grade TBC (Grade 5 – SCP 13-15 Dependant on skills / experience)** **FTE Equivalent £24,903 per annum**  |
| **Hours per week:** | **Variable** |
| **Work Pattern:** | **Casual** |
| **Location:** | **As above** |
| **Reports to:** | **Head Teacher** |
| **Responsible for:** | **Cleaning Team** |
| **Role Purpose and Role Dimensions:** | To undertake a wide range of repairs, typically around the school. These tasks include trade skills, repair work, maintenance work, both interior and exterior, and are sometimes described as “odd jobs”, “fix-up tasks”, and include light plumbing jobs such as fixing a leaky toilet or light electric jobs such as changing a light fixture.  |
| **Commitment to Diversity:** | As a member of the School Cleaning Team to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** | None |
| **Key Internal Contacts:** | * Head teacher
* Staff
* Pupils
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| **Financial Dimensions:** | None |
| **Key Areas for Decision Making:** | * To report any defect which requires specialist repair to the Head Teacher
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| **Other Considerations:** |  |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Internal Maintenance** | **This will involve:*** Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
* Inspect all plumbing and report/repair defects as required by the Head Teacher.
* Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment). e.g. – fit a few coat-hooks, unblock a sink, maybe even paint a doorframe, etc
* Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Head Teacher.
* Remove or obscure all graffiti as required by the Head Teacher.
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| **External Maintenance** | **This will involve:*** Clean and clear drains, gullies and ensure effective and healthy operation as required by the Head Teacher.
* Inspect outside fabric of the school and report and/or repair defects as appropriate.
* Inspect fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
* Inspect outside areas for hazardous materials as required. Consult with Head Teacher for the best method of removal.
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| **Green Statement** | **This will involve:*** Seek opportunities for contributing to sustainable development of the borough, in accordance with the School’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
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| **Data Protection** | **This will involve:*** Being aware of the School’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
* Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
* Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy.
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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Confidentiality** | **This will involve:*** Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities and Diversity** | The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams. |
| **Customer Care** | **This will involve:*** Able to demonstrate a commitment to the School’s Customer Care Policy.
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| **Health and Safety** | Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.  |
| **To contribute as an effective and collaborative member of the Cleansing Team** | **This will involve:*** Participating in training to be able to demonstrate competence.
* Participating in first aid training as required.
* Participating in the ongoing development, implementation and monitoring of the service plans.
* Championing the professional integrity of the School/Academy
* Supporting Customer Focus, Best Value and electronic management of processes.
* Actively sharing feedback on School policies and interventions
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| **P e r s o n S p e c i f i c a t i o n** |
| **Job Title:**  | **Handy Person** |
| **Essential knowledge:** | * An understanding of basic health & safety requirements.
* How to communicate clearly to all sections of the school community.
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| **Essential skills and abilities:** | * D.I.Y. skills to undertake day to day repairs and maintenance of building,
* Excellent communication skills together with the ability to communicate fluently to fulfil the requirements of the post
* Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.
* Understanding of the principles of health & safety in a school environment including COSHH.
* Ability to carry out the work under minimal supervision.
* Ability to adhere to working procedures and policies within the school environment.
* Ability to operate as part of a team or individually.
* Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
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| **Essential experience:** | * Experience with plumbing and electrical systems.
* Excellent facility with common hand and power tools
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| **Special conditions:** | * Enhanced DBS check.
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