WYLDE GREEN PRIMARY SCHOOL

JOB DESCRIPTION

Post Title: Handyperson

Responsible to: Site Manager

Grade: Grade 2 – point 3-8

Hours: 20 hours (all year round), (3pm-6:30pm) - hours to be worked flexibly to school requirements.

Job Purpose:

To keep the school building in a clean and orderly condition and support the school with maintenance, janitorial duties and security of the premises.

Regular Tasks:

1. Undertake janitorial duties within the school
2. Replenishment of supplies in toilets i.e. toilet roll, soap and hand towels
3. Undertaking internal statutory checks as directed by Site Manager / School Business Manager
4. Reporting defects to Site Manager / School Business Manager
5. Security of premises and key holding
6. Working with Site Manager on ensuring the satisfactory heating of the premises
Other Duties:

7. Checking safety equipment – fire extinguishers, ladders etc

8. Replacing (to a safe height) electric lamps and tubes

9. Porterage duties

10. Laying out, clearing and stacking furniture

11. General handyperson duties

12. Making arrangements for emergency maintenance outside normal office hours

13. Treatment of pathways and steps with salt, grit and sand during periods of ice and snow

14. Clearing of drains and gulleys as necessary

15. Minor painting and decorating

16. Available for duty and accepting responsibility during periods when contractors and suppliers need to be on site – subject to reasonable notice being given.

17. Responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with

18. To ensure all tasks are carried out with due regard to Health and Safety

19. Promote and ensure the Health and Safety of pupils, staff and visitors at all times

20. To undertake appropriate professional development including adhering to the principle of performance management

21. To adhere the ethos of the school
   22.1 To promote the agreed vision and aims of the school
   22.2 To set an example of personal integrity and professionalism
   22.3 Attendance at appropriate staff meetings and parents evenings

22. Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for this post.

Signed …………………………………………………………………………………….[post holder]

Signed ………………………………………………………………………….[Headteacher] Date …………………
# WYLDE GREEN PRIMARY SCHOOL
## PERSON SPECIFICATION
### HANDYPERSON

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| Qualification/Training/Competences | Willingness to undertake induction / safeguarding training  
Willingness to undertaking training in areas relevant to the role.  
Ability to read and respond to emails with job instructions |
| Relevant Experience            | Handyperson or DIY skills                                                                                                                |
| Knowledge                     | Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures.  
Willingness to learn Health & Safety procedures and precautions.  
Willingness to learn COSHH regulations.  
Awareness of health & hygiene procedures.  
Knowledge of moving and handling procedures.  
Ability to work as part of a team.  
Willingness to use relevant equipment. |
| Skills                        | DIY skills  
Reliability and adaptability                                                                                                              |
| Other                         | Is committed to safeguarding principles and promoting welfare of children  
Ability to relate well to children and adults  
Able to demonstrate initiative, drive, enthusiasm and stamina  
Have a flexible approach to working arrangements |