

Job Title: District Site Supervisor / Handyman
Grade: 4

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious, and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish, and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Families and Communities aim to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths. This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community.

Working in this way is also more sustainable. We can support more families to live better lives if we focus on addressing needs as early as we can.

Reporting Relationships

Responsible to: Family Hub Manager

Key Accountabilities:

1. Security - unlocking and securing premises at agreed times and maintaining the keys in their possession for emergencies. Being available to be called out, at night and weekends, in case of emergency. Operating and testing intruder alarms
2. Checking the heating and lighting systems are operating satisfactorily, setting controls for their use.
3. Undertake weekly and monthly checks and complete relevant records as required, eg water temperature checks.
4. Disposal of such waste material arising from the use of the premises which is not covered by alternative arrangements.
5. Replacing such consumables on the premises in appropriate locations. Maintaining adequate levels of consumables and equipment necessary for the operation of the Centre. Oversight of deliveries to the Centre and recording and monitoring essential utility services, eg gas, oil, electricity and water.
6. Ensuring that premises are in a safe, tidy and satisfactory condition prior to use. In the morning this will require attendance until a member of staff arrives.
7. Responsible for maintaining and implementing a Centre Maintenance Programme to ensure all areas are fit for purpose and to a high standard of repair. This includes but is not limited to, gardening, decoration, plumbing, joinery, and minor electrical work within the competence of the individual.
8. General portering and collection activities. This includes the setting up of rooms for different activities, providing refreshments and clearing of rooms as required.
9. Cleaning and maintaining satisfactory standards of appearance of designated areas, both inside and outside the centre not covered by alternative arrangements, e.g. outside areas, drains, boiler houses, stores etc. Cleaning of a non-routine nature when required.
10. To undertake a regular Health and Safety Role within the building to include regular testing of fire alarms and emergency lighting circuits. Review and update COSHH records and assist with Risk Assessments and Audit Safety Checklists. Attend Health and Safety meetings as required.
11. In conjunction with the Business Support Coordinator, liaising with and monitoring of contractors to ensure compliance with centre safety policies and ensuring acceptable work standards, including completion of contractor's risk assessments.
12. Checking cleaning standards are maintained, raising minor issues with the service provider, and reporting any concerns to the Business Support Coordinator.

13. Such other duties at a comparable level of responsibility and consistent with the post holder's level of competence as are required.

Ancillary Matters

1. The staffing level has been determined to reflect the varying levels of activities and plant within the district such as: maintenance; lettings; and an allocation for annual leave and unforeseen short-term sickness. The district may be reviewed at intervals and adjustments made to reflect any changes which have taken place. This work is to be undertaken at the level consistent with the nature of the work involved.
2. The Family Hubs will provide all equipment and protective clothing necessary for the job.

Principal Terms and Conditions

Basic Working Hours

1. The nature of the post is such that it precludes fixing a specific working week. Certain "core hours" of active duty will, where necessary, be in operation to ensure cover during times when the premises are open. However, due to varying working patterns, the weekly working hours may be averaged over a four weekly period to provide active duty over the whole of the period, including evenings and weekends to undertake work outlines as above.

Additional Time Allowances

1. Additional time allowances are available in the following specific circumstances, not covered - as above.
2. Emergency call out – 2 hours pay at plain time or plain time off in lieu as negotiated.
3. Where work demands exceed capacity outlined above.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

82060003/G04/CAS

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and antidiscriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

| Minimum Criteria for Disability Confident Scheme * | Criteria | Measured by |
|---|---|-------------|
|  | <p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> • Able to work on own or as a member of a team • Skill in carrying out repairs • Ability to demonstrate a good work record • Craft related qualifications • First Aid • Health and Safety training • Demonstrate previous relevant experience | <p>A/I</p> |
|  | <p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Security awareness and the need to safeguard young children and adults using the premises • Cleaning • Plumbing • Minor electrical work • Decorating • Liaising with contractors • Work within a community setting • Health and safety, with particular emphasis on safeguarding young children and vulnerable adults using the premises • Monitoring and replacing of consumables • Disposing of waste materials from the premises • Ability to use ladders safely • Able to handle mechanical equipment | <p>A/I</p> |

| | | |
|---|--|------------------------|
|  | <p>Skills</p> <ul style="list-style-type: none"> • Good communicator • Ability to work on own initiative | <p>A/I/T</p> |
| | <ul style="list-style-type: none"> • Enjoy working with other people and with young children • Flexibility • Punctuality • Good health record • No back, skin or respiratory problems | <p>A/I/T A/I/T</p> |



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Shared Services on 01905 947446**