Handy Person

Grade 3 (SCP 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

Directorate Purpose and Values

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council’s Economy, Infrastructure and Skills directorate (EIS). The vision for EIS is to help Staffordshire’s economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Vision Statement for Children and Families

‘To work with partners and families in Staffordshire to enable vulnerable children and young people to be safe and secure; to promote physical and emotional well-being and to help them achieve their full potential within their communities’.

This shared vision has been developed by a range of people involved in and committed to high quality, strong and effective children and families’ services in Staffordshire. It incorporates views and ideas from managers, front-line practitioners and service users who will be the key contributors to making the vision a reality.

Purpose and values of working with children and families

Families First works closely with partner organizations and our approach is built on the firm foundations of an integrated ‘team around the family’. We facilitate local support and evidence-based intervention for children and families to prevent needs escalating to a level requiring statutory specialist services. Where specialist services are needed, we ensure that timely and effective decisions are made to secure the best outcomes for a child’s future.

Our staff and services are based in localities to provide easy access to families, and we work with schools and academies, with Police, health services and a range of other partners through our Local Support Teams to prevent children, young people and families requiring more intensive support.

**Our Core Purpose** – What we do to help vulnerable children and young people in Staffordshire:

• Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop effective and efficient services. We’ll know we have succeeded when we can provide evidence that we are achieving our core purpose within the resources available.

• Work with children, young people and families that are at risk of their needs escalating to a level that requires statutory intervention. We will invest in services to prevent needs escalating and will recognize that children’s needs are best met within their own family and community, where this is safe to do so. We’ll know we have succeeded when an increased proportion of children, young people and families report improved outcomes.

• Involve and engage children, young people and families in aspects of the services that we develop and deliver.

Children & Families is committed to involving and engaging children and young people, and we will ensure that our services continue to be fully responsive, that practice is focused on children and young people’s needs and that their views are built into the design and delivery of services from the outset. We’ll know we have succeeded when children, young people and their families tell us they are satisfied with our services; that they feel involved, and we can provide evidence of where we have acted on service user feedback.

• Share responsibility with partners to achieve positive outcomes for children and young people. Working with our partners we will deliver services to children and young people to achieve positive outcomes that respond to and meet individual and locality needs. We’ll know we have succeeded when we have evidence to show that shared outcomes have been achieved.

**Looked After Children’s Service**

The Service’s function is to ensure that all Staffordshire’s Looked After Children and Care Leavers achieve their full potential. The Service works in partnership with children, families, and other professionals to promote resilience and improved outcomes for children by providing and supporting non-stigmatising, stable placements and after care arrangements.

**Disability Resources**

The Service’s function is to provide a range of flexible short breaks to meet the needs of disabled children and their carers.

Short breaks take place during the day, evening, overnights, or weekends, and activities and can take place in the Resource Centre, Family Link, home, or community setting.

Disability Resources work closely with disabled children, their parents and carers and a range of other professionals, including Independent Futures, to facilitate short break packages to provide a range of positive opportunities for disabled children and give parents and carers a break from their caring responsibilities.

**The Alders Statement of Purpose**

To work with young people within the looked after system in an agreed model detailed in the home’s Statement of Purpose.

Reporting Relationships

**Responsible to: The Bursar**

**Key Accountabilities:**

* To take any action required to ensure that the fabric of the residential home and all the fittings, furnishing and facilities are maintained to the highest standard and at all times consistent with the day to day living needs of a group of looked after young people. This may include:
* Repair and maintenance of all door and window furniture, including opening gear.
* Minor plumbing repairs and maintenance i.e. bleeding of radiators, re-washering taps, unblocking of sinks.
* Repair and re-decorate to finishes generally, where practical.
* Minor joinery tasks i.e. fitting or replacing curtain rails, fixing of notice boards, shelves, and any minor repairs to furniture and fittings.
* Carry out minor repairs occurring from wilful damage by the young people.
* Take down, cleaning or replacement of any light fittings.
* Checking of portable electrical appliances for frayed cables, defective plugs, report damage if necessary.
* To take delivery of equipment and stores e.g. furniture, cleaning materials, chemical weed killer, stationery and to organise their safe storage in compliance with COSHH and Health and Safety Standards in accordance with Directorate Policy and Statutory Regulations.
* To be involved in the Development Plan for the home and participate in staff meetings.
* To be aware of young people’s individual risk assessments as appropriate.
* To fulfil any requirements regarding Health and Safety Risk Management in relation to the Handy Person’s duties and contracted services and supplies to the Children’s Home.
* To ensure that all waste materials are disposed of safely and to ensure the exterior of the building, including walls and the car park, are maintained in a tidy condition and kept free of rubbish and graffiti.
* To ensure safe access to the building during hazardous weather conditions.
* To ensure the appropriate testing/checking of the Building Management System i.e. fire alarm system, hot water outlets, central heating and boilers, keeping accurate records and reporting any faults.
* To carry out cleaning duties which may include:
* Assisting with periodic floor maintenance.
* Periodic cleaning of ceilings and other “high level” light fittings.
* Ensuring outside drains are kept clean and free from grease.
* Internal “High Level” window cleaning.
* Cleaning of high level surfaces which may be difficult to access by domestic staff i.e. above 4 metres.
* Sweeping gullies and drains clear of debris
* To carry out a number of gardening tasks which may include:
* Grass cutting, hedge trimming and pruning. You may be required to drive grass cutting equipment.
* Clearing leaves and garden debris.
* Weeding, including the use of chemical weed killers and some planting.
* Clearing and routine maintenance of a range of garden tools and equipment.
* To ensure that all materials and equipment are kept secured when being used and following use, as per Health and Safety Risk Assessments.
* To work with children on a one to one basis, where agreed with the Registered Manager, to develop general maintenance skills e.g. decoration, for their future independence.
* To ensure that the Department’s ‘Whistle Blowing’ policy is fully understood, poor practice is challenged, and staff work with the young person’s best interests in mind at all times.
* To ensure that any known operational difficulties or significant events in respect to safeguarding young people within the home are made known to the Unit Manager, Senior Residential Worker, Children’s Residential Manager and Service Manager without delay, and to take shared responsibility for seeking solutions to the presenting difficulties.
* To be aware of the approach used to manage difficult, challenging behaviour consistent with the Department’s physical intervention training programme. This focuses in the first instance on de-escalation techniques, and only uses restraint as a ‘last resort’ measure, as laid down in the Children’s Homes Regulations 2015.
* You may be expected to work in another residential home in order to provide additional support.
* To be aware of young people’s individual risk assessments as appropriate.
* To attend and make a positive contribution to training sessions, supervision and Personal Performance Reviews.

* To be aware of the complaints procedure and ensure that any complaint/allegation made by a young person is passed on immediately to a senior member of the care staff.
* To communicate with the Bursar and registered Manager on matters relevant to the home.
* To be aware of the shift planning process.
* Any other duties commensurate with the grading of the post, although suitable adjustments will be made in line with the Disability Discrimination Act 2005.
* **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**
* Engaging with People Management policies and processes
* **Equalities**
* Ensuring that all work is completed with a commitment to equality and anti-discriminatory 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** |
| **employer_small** | **Qualifications/Professional membership**   * A relevant maintenance and/or cleaning qualification. | A/I |
| **employer_small** | **Knowledge and Experience**   * An understanding of Health and Safety issues and regulations including Risk Assessment Management and COSHH (Control of Substances Hazardous to Health) for example. * Relevant experience in this field of work. * Ability to demonstrate a good work record. * Experience of using mechanical and electrical equipment. | A/I |
| **employer_small** | **Skills**   * Ability to work unsupervised on own initiative and as part of a team. * Ability to communicate with colleagues and young people. * Friendly, helpful attitude to work and particularly in one to one dealings with young people. * Ability to carry out minor repairs. * Ability to demonstrate good quality cleaning standards * Ability to use ladders safely. * Awareness of basic child protection issues and responsibilities. * A commitment to equal opportunities and anti-discriminatory practice. * A willingness to undertake training opportunities. * To be able to work flexibly and undertake changes in the rota to meet short term priorities. * Willingness to undertake ‘Breakaway’ Training in relation to working with young people who may display challenging behaviour. * Possess a current and valid driving licence.   This post is designated as a casual car user. | A/I |

**employer_small** 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**

**Shared Services on 01905 947446**