

District Site Supervisor / Handyperson Grade 4

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

Responsible for: N/A

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, e.g. 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, e.g. 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 portage 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.

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.

Person Specification

Qualifications/Professional membership

- 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

Knowledge and Experience

- 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

Skills

- Good communicator
- Ability to work on own initiative
- Enjoy working with other people and with young children
- Flexibility
- Punctuality
- Good health record
- No back, skin or respiratory problems

This post is designated as a casual Car user

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