

# Handy Person

## Grade 4

### **Our Vision**

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**

In Staffordshire we want to improve the lives of all children and young people. We are using a whole system approach to enable children to be happy, healthy and safe. We are supporting families to stay together so that children can remain within a home environment wherever possible. Our vision is to create one system, that places children and their families at the heart of all that we do. Where support is required for some families, access to this will be local. Accessible and make a difference and specialisms will work to enhance those offers.

Our Children's Social Care workforce is passionate and committed to improving outcomes for children in Staffordshire by providing a consistent, high-quality service to children and families, together with excellent working relationships with our partners and the support from a stable leadership and management team. We are committed to a culture of shared learning and development in which everyone has a part to play to ensure that our services to children and families focusses on positive outcomes.

Our Residential Social Care Services are responsible for the delivery of providing a range of placements and provision to children and young people within Staffordshire. We deliver these via a range of building based facilities working within statutory guidance and registered by Ofsted. Residential staff aspire to provide advice, assistance and support to children and young people to attend to their practical, physical and emotional needs. To act as an appropriate role model and to work closely with them to enable them to achieve their potential.

The settings include:

- Long term placements
- Short term assessment placements
- Short Breaks for children and young people who are on the 'Edge Of Care'.
- Short Breaks for children and young people with a disability.

## **Reporting Relationships**

**Responsible to:        The Bursar**

### **Key Accountabilities:**

- To complete maintenance tasks, repairs, and decoration as and when required to ensure that the residential home and all the fittings, furnishing and facilities are maintained to the highest standard to ensure a safe environment for young people.
- To undertake all necessary equipment checks to ensure health and safety compliance.
- To take delivery of equipment and stores and to organise their safe storage in compliance with COSHH and Health and Safety Standards.
- Accurately maintain and monitor legally required service and maintenance records for health and safety and care quality to ensure regulatory compliance.

- Ensure fire systems and equipment are tested at required frequencies and support periodic fire evacuation practice to ensure compliance with fire safety requirements.
- Maintain internal and external environments, including gardens to provide a safe and accessible environment for service users, colleagues, and visitors.
- To ensure that all materials and equipment are kept secured when being used and following use, as per Health and Safety Risk Assessments.
- To motivate young people in taking care of the home environment, and where appropriate, to assist young people in developing skills towards independence.
- To liaise with the Bursar and registered Manager on matters relevant to the home that require external contractors.
- Any other duties commensurate with the grading of the post.

### **Other information**

1. This includes covering at other homes across the county which could be at short notice.

### **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
	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• An understanding of Health and Safety issues and regulations including Risk Assessment Management and COSHH (Control of Substances Hazardous to Health) for example.</li> <li>• Relevant experience of basic plumbing and carpentry tasks/work, using hardware and power tools, and painting/decorating</li> <li>• Experience of using mechanical and electrical equipment.</li> </ul>	A/I
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• To work as a member of a team</li> <li>• Friendly and helpful attitude to work, with ability to communicate with colleagues and young people.</li> <li>• To plan, organize &amp; use own initiative.</li> <li>• To be able to demonstrate good cleaning skills</li> <li>• Ability to complete all required paperwork</li> <li>• Ability to carry out minor repairs.</li> <li>• Ability to demonstrate good quality cleaning standards.</li> <li>• A commitment to continuous professional development</li> </ul>	A/I



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  
Talent & Resourcing Team 01785 278300