



JOB DESCRIPTION – 2020

Job Title:	Handyperson
Reports to:	Estates Manager
Department:	Estates
Hours per week:	37.5 hours per week 8.30am – 5.00pm Monday to Friday
Key Working Relationships Estates Manager Maintenance Team Handymen House Managers Housemaster/mistress Boarding House Staff Health and Safety Adviser	
Job Summary Working as part of the small maintenance team under the guidance of the Estates Manager to provide an efficient maintenance service to all Boarding Houses. Working in conjunction with the House Managers and House Staff to carry out general maintenance tasks, as instructed by the Estates Manager or House Managers and assist with refurbishment work and light labouring duties, as and when required. To be proactive and able to identify and report on faults or damage to buildings by raising the required paperwork. To work closely with outside contractors when required for any maintenance requirement and any small works projects as directed by the Estates Manager or his/her Line Manager. To work closely with the Estates Manager on planned maintenance requirements by House Managers for minimal disruption to the School's core objectives and to adhere to the school's Health & Safety policies at all times.	
Duties and Responsibilities <ul style="list-style-type: none">• Carry out inspections of buildings, boiler rooms, fire alarms, emergency lights (visual and physical), fire doors and water temperature• Maintenance and repair of all buildings – internally and externally throughout the Boarding Houses, undertaking small renovation projects and working to a high standard• Correct usage of PPE, tools and chemicals• Willingly assist as necessary other trades within the Estates and Facilities department• To work on own initiative• To work within Health & Safety Guidelines and Legislation• To work under the supervision of the Estates Manager• Report any damages / faults on equipment to the Estates Manager• To be prepared to attend any training required to carry out your duties• Carry out general maintenance tasks, as instructed by the Estates Manager, and assist with refurbishment work and light labouring duties, as and when required	

- To check emails for any tasks needed to be completed
- When working in School buildings, regularly check escape routes are free from obstruction, ensuring that any obstructions are removed. If it is not possible to remove the obstruction, immediately report the obstruction to the House Manager

Conduct regular visual checks on glazed areas including windows, doors and panelling ensuring that any damage is made safe as soon as practically possible and the maintenance repair request is raised on the system.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.