



Healthworks

the community health charity

The Health Resource Centre, Adelaide Terrace, Newcastle upon Tyne NE4 8BE
Tel: 0191 272 4244

Handyperson Job Description

Contract	12 hours per week (ideally over 4 days per week)
Salary	(Pay Band A2)- £24,723.40 FTE pro-rata
Reporting to:	Operations Manager
Accountable to:	CEO

JOB PURPOSE

To support in providing an effective facilities management service to ensure the safe and smooth running of **two** community buildings. To carry out basic maintenance, repair and installation tasks within agreed procedures and standards.

MAIN DUTIES AND RESPONSIBILITIES

*The following is typical of the level of duties which the job holder could be expected to perform. It is **not** exhaustive and other duties may be expected to be performed by the post holder from time to time, where deemed necessary.*

- Carry out building maintenance as deemed necessary within the job role.
- Carry out repair/installation jobs e.g. joinery tasks, equipment assembly, basic plumbing etc.
- Identify and report higher level repair work as appropriate e.g. plant room equipment faults, specialist plumbing and electrical type work.
- Respond to ad hoc issues relating to facilities, hygiene and maintenance.

- Carry out regular health and safety checks in accordance with legislation and organisational schedules e.g. water safety checks, emergency light testing, fire alarm call point checks, PAT testing
- Interior and exterior decoration.
- Assist with office moves
- Support with maintenance of the Lemington community garden
- Ensure the upkeep of the security of the buildings and its users are maintained
- Implement practical arrangements and source solutions to maintain high standards of health and safety.

Person Specification

Criteria	Essential [Requirements necessary for safe and effective performance in the job]	Desirable [Elements that would contribute to improved performance in the job]
Qualifications		<ul style="list-style-type: none"> • City and Guilds 2377- PAT testing (or equivalent) • Legionella and Legionnaires Disease Awareness • City and Guilds 6707- Painting and decorating (or equivalent) • Trade qualification
Experience	<ul style="list-style-type: none"> • Practical, hands-on experience of basic joinery and plumbing tasks in a domestic setting • Experience of preparing areas for, and carrying out decoration work • Experience of planning and coordinating work around services • Experience of garden maintenance • Experience of working to set health and safety guidelines 	<ul style="list-style-type: none"> • Experience of carrying out PAT testing • Legionella awareness • Practical, hands-on experience of basic joinery and plumbing tasks in a commercial setting • Practical experience of landscaping work • Experience of working to COSHH guidelines
Skills, Knowledge and abilities	<ul style="list-style-type: none"> • Implement necessary safety measures when working around the public • Effective communication skills • Coordinate routine and ad-hoc work around building usage 	<ul style="list-style-type: none"> • Research products that will help complete tasks to support using limited time efficiently.

	<ul style="list-style-type: none"> • Adapt to, and learn new practical skills • work flexibly • Assess problems and find appropriate solutions • Work independently to resolve them • Communicate and liaise with other tradesmen 	
Personal attributes	<ul style="list-style-type: none"> • Professional, courteous and calm • Organised • Honest and reliable • Conscientious • Presentable 	
Other requirements	<ul style="list-style-type: none"> • Current, full driving licence • Access to a vehicle to use to travel between sites • Willing to work towards City and Guilds 2377- PAT testing (or equivalent qualification) and Legionella and Legionnaires Disease Awareness in not already held 	