



# Healthworks

the community health charity

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

## Handyperson Job Description

<b>Contract</b>	12 hours per week (ideally over 4 days per week)
<b>Salary</b>	(Pay Band A2)- £24,723.40 FTE pro-rata
<b>Reporting to:</b>	Operations Manager
<b>Accountable to:</b>	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"> <li>• City and Guilds 2377- PAT testing (or equivalent)</li> <li>• Legionella and Legionnaires Disease Awareness</li> <li>• City and Guilds 6707- Painting and decorating (or equivalent)</li> <li>• Trade qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Practical, hands-on experience of basic joinery and plumbing tasks in a domestic setting</li> <li>• Experience of preparing areas for, and carrying out decoration work</li> <li>• Experience of planning and coordinating work around services</li> <li>• Experience of garden maintenance</li> <li>• Experience of working to set health and safety guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of carrying out PAT testing</li> <li>• Legionella awareness</li> <li>• Practical, hands-on experience of basic joinery and plumbing tasks in a commercial setting</li> <li>• Practical experience of landscaping work</li> <li>• Experience of working to COSHH guidelines</li> </ul>
Skills, Knowledge and abilities	<ul style="list-style-type: none"> <li>• Implement necessary safety measures when working around the public</li> <li>• Effective communication skills</li> <li>• Coordinate routine and ad-hoc work around building usage</li> </ul>	<ul style="list-style-type: none"> <li>• Research products that will help complete tasks to support using limited time efficiently.</li> </ul>

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