



Healthworks

the community health charity

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

Handyperson Job Description

Contract	18 hours per week to be worked over either 3 days (6 hour shifts) or 4 days (4.5 hour shift)
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		• 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	• 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	• 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	• Implement necessary safety measures when working around the public • Effective communication skills • Coordinate routine and ad-hoc work around building usage	• Research products that will help complete tasks to support using limited time efficiently.

	• 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	• Professional, courteous and calm • Organised • Honest and reliable • Conscientious • Presentable	
Other requirements	• 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	