



## Job Description – Handy person Job Ref: 1974

The Staff and Governing Body of Mawsley CP School are committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment

### Job Description

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working the tasks to be undertaken may be reviewed from time to time to reflect changes in needs and circumstances. Any reviews and subsequent changes will be carried out in consultation with the post holder.

#### Main accountabilities

<b>Main accountabilities</b>	<p><b>Undertake a wide range of semi-skilled building, maintenance, painting and decorating tasks, using hand and power tools to ensure that premises, fixtures and fittings are in good repair or are installed correctly and safe to use and in good working condition.</b></p> <p><b>Maintain the presentation of external areas of the school by keeping the playground tidy, entrances and access to premises clear of hazards, grounds free of litter and waste disposed of appropriately and in accordance with recycling policies, for safe use by all people.</b></p>
<i>Performance Measures</i>	<ul style="list-style-type: none"> <li>• <i>Tidiness of school playground/external areas;</i></li> <li>• <i>Observed adherence to school health and safety policies and procedures.</i></li> </ul>

#### Working with people

<b>Team working</b>	<p><b>Build and maintain good working relationships with the line manager and other members of school staff.</b></p>
<i>Performance Measures</i>	<ul style="list-style-type: none"> <li>• <i>Feedback received from colleagues, for example, word of mouth;</i></li> <li>• <i>Attendance at identified training and development activities and learning is demonstrated in the workplace, for example, health and safety issues.</i></li> </ul>

#### Working with resources/equipment

<b>Monitoring levels and ordering of resources/equipment</b>	<p><b>Maintain an awareness of the importance of the appropriate use of resources/equipment to minimise waste and maximise the effectiveness of financial resources.</b></p>
<i>Performance Measures</i>	<ul style="list-style-type: none"> <li>• <i>Appropriate person informed when resources required.</i></li> </ul>

#### Freedom to act

	<p><b>Once the job holder is aware of the work to be carried out they have the discretion to do so with minimum supervision/observation and within</b></p>
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	<p>relevant procedures/risk assessments.</p> <p>They will use the equipment and resources the school provides as they see fit.</p>
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**Thinking Challenge**

	<p>The job holder would use the standard practices in health and safety to ensure the maintenance and work they do is safe for themselves and all facility users. They use the training and experience they have with hand and power tools to undertake work, determining when and where to use the tools to ensure maximum safety to self and users and minimum disruption to the school.</p>
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**Additional Work Elements**

<b>Physical Effort and/or Strain</b>	The work is energetic and requires moderate effort throughout the working hours with little time to rest.
<b>Working environment</b>	The job does involve some outdoor working but the job holder is generally able to plan for this work to avoid extremes of weather. They will use safety tools and equipment and follow health and safety policies and procedures.

Signed: ..... Post Holder Date:

Print Name.....

Signed:..... Line Manager Date:

Print Name:.....

Signed:..... Headteacher Date:

Print Name: .....