

Job Description / Person Specification

Job Title:	Handy Person
Salary:	£12.46ph or above dependent on skills
Hours:	<p>Part time hours to be negotiated to suit applicant and the service</p> <p>The post holder will need to spend 2 / 3 hours per week in our community centre, planning and recording works – these would need to be day time (Monday to Friday hours)</p> <p>Other hours may be worked flexibly day/evening/weekend</p>
Duration:	Permanent
Clearance required:	Enhanced DBS Check
Responsible to:	Registered Manager
Benefits	<p>5% pension contribution subject to eligibility and opt in</p> <p>Employee Assistance Scheme</p> <p>Discounted Childcare</p> <p>Business phone</p> <p>Business use mileage allowance</p>
Job Purpose:	<p>To plan for the safe delivery of maintenance tasks at our rented properties in the Openshaw area including</p> <p>Contruction of flat pack furniture</p> <p>Installation of shelves/furnishings etc</p> <p>Decorating</p> <p>Gardening</p> <p>Low level window cleaning</p> <p>Basic plumbing</p> <p>Othe tasks associated with the maintenance of residential and office properties</p>

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To complete and record outcomes of safety checks according to a weekly and monthly schedule

To communicate with wider housing support staff regarding matters arising and issues encountered

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Main duties and responsibilities:

- To communicate with wider staff team to receive job requests
- To record job completions using mobile phone
- To use company payment cards to purchase materials et
- To maintain /update tool kit
- To manage own time to complete planned and one off maintenance tasks
- To engage with the young people in our houses in a very positive way, encouraging and supporting them to develop skills and good practice in their household cleaning.
- To complete and record outcomes of safety checks
- Checking property safety and recording of checks
- To ensure familiarisation with Health & Safety policy and to work in a safe manner with regard to health & safety

Other

1. For this part time position, all applicants must drive and have use of their own vehicle.
2. This post involves working unsupervised with children and young people, as such it is subject to safer recruitment procedures and an enhanced DBS check
3. To work flexibly in line with required shift patterns, including bank holidays and to work occasional evening or weekend shifts.
4. Undertake any other duties which are deemed to be within the spirit of the post and charity aims

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Person Specification	Essential	Desirable	Where evidenced
To have the ability to speak to and relate to a wide variety of young people that access the our services in a very friendly way	x		Application Form and Interview
You must be someone that takes pride in maintaining a clean, safe living environment	x		Application Form and Interview
You must be able to think for yourself, to plan what work needs to be done, what supplies you will need etc	x		Application Form and Interview
You should be able to carry out a range DIY/ Maintenance tasks proficiently and tidily	x		Application Form and Interview
You should be able to apply yourself to completing a variety of health and safety checks	x		Application Form and Interview
To be confident in your ability to learn and use a smart phone for email, internet and other basic processes	x		Application Form and Interview
You must be totally committed to the safety and safeguarding of the young people we serve. Training will be provided	x		Application Form and Interview
Ability to effectively organise / prioritise your time / workload and strong time management skills	x		Application and Interview

This job description is intended to provide a guide to the general duties and responsibilities of the post. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Manchester Settlement

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Person Specification	Essential	Desirable	Where evidenced
Ability to maintain and update accurate records	x		Application and Interview
You must be committed to inclusivity, equality and diversity	x		Application and Interview
You must have the physical abilities required to be able to carry loads, climb stairs and ladders and carry out both detailed and heavy manual tasks	x		Application and Interview
Be able to use own vehicle			

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