

# Job Description and Person Specification - General Handy Person / Grounds Person including Locking Up



## Purpose of the Role

To provide a **practical, hands-on maintenance and grounds service**, ensuring buildings, outdoor areas, and facilities are safe, tidy, secure, and fully operational. The role is intentionally broad and includes general repairs, grounds upkeep, security and locking up, and day-to-day tasks that arise on a busy site — including **retrieving balls or equipment from roofs and hard-to-reach areas where safe to do so**.

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## Key Responsibilities

### General Handyperson Duties

- Carry out a wide range of general maintenance tasks including minor repairs, decorating, basic plumbing, carpentry, and upkeep of fixtures and fittings.
- Respond to day-to-day issues as they arise and deal with them in a practical and timely manner.
- Carry out simple preventative maintenance to reduce faults and wear and tear.
- Support room layouts, furniture moves, and set-ups as required.
- Act as a general “go-to” person for practical tasks around the site.

### Grounds & External Maintenance

- Maintain outdoor areas to a good standard, including grass cutting, strimming, weeding, leaf clearance, litter picking, and general tidiness.
- Keep paths, play areas, sports areas, entrances, and car parks safe and presentable.
- Undertake seasonal tasks such as gritting, snow clearance, hedge cutting, or planting.
- Assist with the maintenance of fences, gates, sheds, and outdoor equipment.

### Ad-Hoc & Physical Tasks

- Retrieve balls or other equipment from roofs, gutters, or awkward locations **using safe methods and equipment**.
- Carry out physical tasks requiring bending, lifting, climbing ladders, or working outdoors in varying weather.
- Support events, matches, or activities with practical assistance as needed.

### Health, Safety & Security

- Work safely at all times and follow health and safety procedures.
- Identify hazards and take appropriate action or report them promptly.
- Carry out basic safety checks of buildings and outdoor areas.
- Use tools, equipment, and materials correctly and responsibly.

### Locking Up & Site Security

- Open and lock buildings at agreed times.

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- Carry out end-of-day security checks including doors, windows, lighting, alarms, and gates.
- Act as a key holder and respond to call-outs or alarms where agreed.
- Ensure the site is left secure and safe at all times.

## General Responsibilities

- Work independently with minimal supervision.
- Communicate effectively with staff, visitors, contractors, and users of the site.
- Maintain a helpful, flexible, and “can-do” approach.
- Undertake any other reasonable duties that fall within the scope of the role.

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## Essential Criteria

### Experience & Skills

- Experience in a practical maintenance, handyman, caretaking, or grounds role.
- Able to carry out a wide range of basic repairs and outdoor maintenance tasks.
- Confident working outdoors and undertaking physical tasks.
- Ability to safely use hand tools, basic power tools, and ladders.
- Experience of or willingness to undertake locking-up and key-holder duties.

### Personal Attributes

- Reliable, punctual, and trustworthy.
- Practical, adaptable, and willing to “muck in” with whatever needs doing.
- Comfortable with a varied, catch-all role where no two days are the same.
- Good common sense and problem-solving ability.
- Able to work independently and manage time effectively.

### Other Requirements

- Physically able to meet the demands of the role.
- Willingness to work occasional evenings or outside normal hours.
- Willing to undergo checks (e.g. DBS) if required for the setting.

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## Desirable Criteria

- Previous experience in a school, sports facility, community site, or similar environment.
- Basic health & safety or manual handling training.
- Full UK driving license.
- Experience working with outdoor or sports facilities.