

# Wiltshire Council

## School Support Staff

### Job Profile

<b>Reference :</b>	SCH059	Grade C
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<b>Job Title :</b>	Handyperson (Secondary school)
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<b>Main Job Purpose :</b>	Maintain the buildings, grounds fixtures and fittings and ensure the smooth operation of the site facilities under direction from the Site Manager.
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Main Duties	
1.	Porterage
2.	Maintenance and repairs of buildings, fixtures and fittings
3.	Locking up buildings
4.	Prepares rooms, opens buildings etc. for lettings or school events
5.	Setting up staging/seating, furnishings, equipment etc
6.	Cleaning when necessary

Supervision and Management
The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits

Creativity and Innovation (i.e. Problem Solving)
The job holder works with the direction of the site manager. There will be some need to prioritise tasks and to work out the best way to tackle maintenance or repair jobs.

Key Contacts And Relationships	Reason for Contacts
Site Managers.	Supervision and providing list of jobs.
Teachers/ support staff.	Clarification of tasks or delivery details.
Club organizers etc.	Information on preparing school for an event.

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Decision Making
<p>The jobholder is expected to follow school procedures and plans made by the site manager, and will be expected to make recommendations about work required, breaches of safety etc.</p> <p>Necessary decisions could be e.g. action to take if insecure situation is encountered or small repairs that may be more complicated than first appeared.</p>

Resources
<p>The job holder has shared responsibility for proper use of plant, equipment and vehicles, and for School buildings - responsible for safe keeping, e.g. locking up, alarms set etc.</p>

### **Working Environment**

Changes will occur to the work plan due to emergencies e.g. flooding, fire alarms, broken windows and health and safety.

The job can involve cleaning inside buildings or in school grounds, general maintenance and repairs indoors, some manual handling and occasional cleaning of toilets and drains.

Work outside will occasionally be subject to inclement weather. There is regular dirty or dusty work including some unpleasant tasks e.g. blocked toilet.

Some lone working is involved and the post-holder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

### **Knowledge and Skills**

Good standard of practical knowledge of and skills in routine maintenance