

JOB DESCRIPTION

School:		Is this description a generic JD? Yes
GRADE: 4		JEM Number: 01-177 Enhanced DBS Required? Yes No
JOB TITLE: School Site Handyperson		
REPORTS TO [Job Title]: Headteacher or other designated person		
1.	PURPOSE OF JOB: To provide an on site repair and maintenance service for the school, undertaking maintenance and improvement projects as set out in the local schedule of work	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
	i.	To carry out repairs and modifications where necessary and report to the appropriate Line Manager those which require the attention of outside contractors
	ii.	Obtain quotations for goods and services as necessary to complete maintenance and repairs
	iii.	To admit and oversee contractors work being carried out on the premises
	iv.	Carry out painting and decoration to specified areas
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE No management requirements May be required to oversee contractors work being carried out on the premises	
4.	CREATIVITY AND INNOVATION Work is carried out within specification but may be creative when undertaking specific tasks eg repairs	
5.	CONTACTS AND RELATIONSHIPS Contact with Line Manager and may have some contact with other school employees/pupils Some contact with contractors	
6.	DECISIONS	

	<p>a) Discretion</p> <p>Work is carried out within policies, procedures and specification</p>
	<p>b) Consequences</p> <p>Issues would impact locally and would be quickly identified and remedied</p>
7.	<p>RESOURCES</p> <p>Tools and associated equipment</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Postholder may be subjected to conflicting priorities, however this should not impact on the programme of work</p>
	<p>b) Physical Demands</p> <p>Physical demands associated with working at heights, use of equipment, bending, moving and handling. Some work in confined spaces</p>
	<p>c) Working Conditions</p> <p>Some outdoor work may be required. Exposure to dust and noise associated with maintenance/repairs tasks. Some lone working may be required</p>
	<p>d) Work Context</p> <p>Postholder may be at some risk from work with chemicals, power tools, and other related equipment</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>In depth understanding of Health and Safety Safe working methods to be used in accordance with COSHH assessments for hazardous substances</p>
10.	<p>GENERAL</p>
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>	
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>	
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>	
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>	
<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>	

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
<p>Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.</p> <p>Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.</p>			

Job Details:

Job Title	School Site Handy Person
Identifier	01-177
Director Area	Schools
Service Area	Generic
Section	
Date	20/04/2007
Score	318
Grade	Grade 4
Description	

Factor Levels:

Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	2
Contacts & Relationships	2
Decisions - Discretion	2
Decisions - Consequences	1
Resources	1
Work Demands	1
Physical Demands	3
Working Conditions	2
Work Context	2
Knowledge & Skill	3