|  |  |
| --- | --- |
| Service and job specific context statement | |
| **Directorate:** | Children and Young People's Service |
| **Service:** | Children’s Social Care |
| **Post title:** | Gardener / Handyperson |
| **Grade:** | C |
| **Responsible to:** | Registered Manager |
| **Staff managed:** | None |
| **Date of issue:** |  |
| **Job family:** | **OS - Operational Support** |

|  |
| --- |
| Job context |
| Children’s Resource Centres became part of the Inclusion Service in April 2015 and are committed to providing good quality services to support children and young people with disabilities and their families and our aim is always to put children and young people at the centre of all our work. The services provided by children's social care follow from specific Government legislation, including the Children Act 1989 and the Children Act 2004, The Children’s homes Regulations 2015a and the SEND agenda. The post requires an enhanced DBS check. |

|  |
| --- |
| **Structure** |

|  |  |
| --- | --- |
| Job Description | |
|  |  |

|  |  |
| --- | --- |
| Job purpose | To have individual responsibility in accordance with the practices and procedures of the Local Authority for maintenance of the establishment grounds and building and undertake general cleaning duties. |
| Operational management | * Routine maintenance to recognise and understand the importance of Health & Safety and fire protection equipment and records (e.g. Electric checks, fire alarms, emergency lighting, automatic fire detection, fire doors etc.) * To perform general maintenance of the grounds and buildings and to ensure clear safe access to the property at all times. * General Handyperson work within the building i.e. decorating, moving furniture, cleaning drains, replacing light bulbs etc. * To provide as necessary a service to cluster unit(s) elsewhere in the area. * Operation of powered equipment including domestic and commercial-type laundry machines, irons, presses etc. * The laundry of all articles – involving either sorting, washing, collection, distributing, drying, folding and/or ironing the laundry. Sort finished laundry for distribution. * Make suitable arrangements via outside laundry contractors (including dry cleaning) if authorised. * Cleaning of laundry, kitchen areas and equipment. * Cleaning of designated areas to ensure that they are kept in a hygienic condition. * Kitchen duties e.g. washing up, cleaning kitchen area. * Know how to obtain support and report concerns * Understand your role and its limits |
| Communications | * Ability to demonstrate good recording skills with the available technology in accordance with the relevant post description. * Know that communication is a two way process |
| Partnership / corporate working | * To have a commitment to shared values and the common purpose of developing a culture if interagency working; including statutory bodies, third and private sector organisations. * Know your main job and responsibilities within your working environment * Know the value and expertise you bring to a team and that brought by your colleagues |
| Systems and information | * Be aware of your own professional boundaries |
| Safeguarding | * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. |

|  |  |
| --- | --- |
| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Of Health and Safety Legislation necessary checks that need undertaking around the home to help us keep it safe. * Safe handling of maintenance tools and equipment * Working with Children and Young People will involve basic awareness of safeguarding, which training will be provided for | * Understanding of the issues that can affect vulnerable young people who need to be looked after by the local authority. |
| Experience   * Experience of maintenance, decorating, DIY and be able to keep building in good condition. * Maintenance checks that need undertaking around the home to help us keep it safe e.g. Fire Alarm & equipment testing |  |
| Occupational Skills   * Be able to drive |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role | * COSHH training |
| Other Requirements   * Reliable, flexible on occasion, be able to work as part of a team |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.