**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | **Handyperson** |
| **Job Reference** | 19852 |
| **Grade and Salary** | £24,404 per annum pro rataThis role includes performance related pay progression |
| **Service and Team** | Children and Young People’s Services – Corporate Parenting |
| **Location** | Halesworth Children’s Homes  |
| **Hours per week** | 14 |
| **Status** | **Permanent**  |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

* To carry out general maintenance tasks both inside and outside the premises of the children’s home.
* To be part of a team that provides a high standard of care to children and young people.
* To contribute to the effective physical, social and emotional environment for children and young people which provides a safe, nurturing and stimulating environment to live.

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| **About the team**  |

The purpose of the homes is to provide a safe, structured, stable and nurturing environment, which offers children and young people positive experiences; new, achievable challenges; success and positive reinforcement where issues and concerns affecting both their past and their future can be positively addressed and supported.

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| **What you will be expected to deliver in the role** |

* To carry out weekly maintenance checks at both Homes.
* Undertake decorating, carpentry, basic cleaning, PAT (Portable Appliance Testing) inspections and any other general maintenance duties required.
* To carry out weekly fire alarm and statutory checks including all emergency lighting systems and water temperature.
* Liaison with the Manager and Deputy to deal with problems and find suitable solutions including the call out of engineering and building expertise.
* General Health and Safety checks e.g. replacing light bulbs, ensuring emergency fire escapes are clear and the salting and gritting of paths in the winter.
* Assisting other members of staff with moving heavy items such as furniture and equipment.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Good standard of literacy and numeracy required.
2. Awareness and /or training in COSHH

**Values and personal qualities**

1. Demonstrates personal values and behaviours aligned to our corporate [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) values.
2. Passionate about making a positive difference for Suffolk.
3. Sensitivity to disability, sexuality, gender, and ethnicity issues.
4. Good written and verbal communication skills.
5. Ability to engage with children.
6. Be able to work as part of a team, supporting and co-operating with other staff.
7. Ability to think and work creatively.

**Specialist knowledge skills and experience**

1. Experience in painting, decorating, carpentry, general building maintenance.
2. Knowledge and awareness of Health and Safety for testing electrical equipment.
3. Experience of monitoring systems e.g. fire alarms, boilers.
4. Manual Handling skills
5. Problem Solving
6. To be self-motivated and to be able to prioritise own work schedule
7. Understanding of responsibilities under Health and Safety at work Act and COSHH
8. Good organisational skills
9. Knowledge of local suppliers for ordering materials for projects.
10. Ability to estimate time and materials to budget for jobs.

**Additional requirements**

1. An enhanced DBS check is required for this role.
2. Willingness to undertake training as required to update knowledge and skills.
3. Must be able to work flexibly
4. To have a reasonable level of fitness and strength to carry out the duties required
5. To have a reasonable level of emotional stability and insight into ones own impact on situations relating to this client group.
6. Current full Driving Licence.
7. Writing risk assessments for submission to the Health and Safety officer if appropriate.

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| **Travel requirements** |

This organisation positively encourages the use of technology to communicate and engage, but in this role you will need to operate across a wide and rural area, so you must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.