



JOB DESCRIPTION	
JOB TITLE: Site Handyman	
GRADE: 4	
REPORTS TO: Health and Safety, Estates and Procurement Officer	
1.	PURPOSE OF JOB: To provide an on-site repair and maintenance service for the schools, undertaking maintenance and improvement projects as set out in the local schedule of work or as they arise.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES <ol style="list-style-type: none"> 1. To carry out repairs and modifications where necessary and report to Health and Safety, Estates and Procurement Officer those which require the attention of outside contractors 2. Obtain quotations for goods and services as necessary to complete maintenance and repairs using approved contractor list 3. Issuing permits to work to contractors and collating RAMs where required 4. To admit and oversee contractors' work being carried out on the premises during these periods 5. Carry out painting and decoration to specified areas as required 6. To work safely using permits to work and RAMs where required 7. To work collaboratively with Trust Site Team to complete projects which require more than one person
3.	MANAGEMENT OF PEOPLE None SUPERVISION OF PEOPLE None
4.	CREATIVITY AND INNOVATION The postholder may be required to re-schedule work where/when necessary in order to fit within the school working day. Will often be required to organize work around school opening hours and within school holidays.
5.	CONTACTS AND RELATIONSHIPS Contact with Headteachers and trust Health and Safety Officer, day to day contact with other employees at the school. Potential contact with pupils. Regular contact with contractors, overseeing work carried out on site.
6.	DECISIONS a) Discretion – <i>The postholder has the following discretions:-</i> The postholder may have a wide range of choices within a programme of work, advice may not always be available, but work is carried out within a variety of procedures and policies.

	<p>b) Consequences – <i>The consequences of the postholder’s decisions can be anticipated</i></p> <p>Impact on the school could be severe if policies and procedures are not followed i.e. working at height and working with hazardous machinery</p>
7.	<p>RESOURCES <i>The postholder is personally accountable/responsible for the following:-</i></p> <p>Resources made available to enable the efficient execution of their duties, for example tools.</p> <p>Personal possessions of self and others.</p> <p>Cleaning equipment and materials, machinery, power tools, ladders, floor care equipment, ride on mowers.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>The postholder may be asked to carry out a number of tasks with conflicting priorities, however, this does not impact on the overall programme of work.</p>
	<p>b) Physical Demands</p> <p>Physical effort necessary associated with working at height, use of equipment, bending, moving and handling e.g. lifting, carrying, digging etc</p>
	<p>c) Working Conditions</p> <p>Some lone working may be necessary. Possible exposure to human waste or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.</p>
	<p>d) Work Context</p> <p>Post holder will be at some risk working at height, with hazardous machinery, heavy lifting, may be at risk of abuse and aggression from trespassers, children, parents and carers.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>The post holder must have in depth understanding of Health and Safety contained in policies and procedures. Safe working methods to be used in accordance with method statements, risk assessments and COSHH assessments for hazardous substances. Understanding the Provision and Use of Work Equipment Regulations.</p> <p>Full UK driving license required.</p> <p><i>Please see Person Specification for further details.</i></p>
10.	<p>GENERAL</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 Keystone Academy Trust’s Equal Opportunities policies.</p>	
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Keystone Academy Trust’s Health and Safety policies and procedures.</p>	