

Job Description Kimberley Primary & Nursery School



1. Title of Post:	Handy person – part-time 5 hours per week.
--------------------------	--

2. Accountable and Responsible to:	Headteacher
---	-------------

3. Grade:	Scale 2 pts 4-5
------------------	-----------------

4. Main Purpose of the Job:	
1.	To work under the guidance of Office Manager and Cleaner in Charge to undertake repairs, maintenance, site clearing and portorage duties.

5. Main Responsibilities of the Job:	
1.	To carry out such portorage duties as and when required by the Establishment.
2.	Assist with the determination of medium & long term strategies for building maintenance
3.	Annual and bi-annual cleaning of designated areas in the establishment (and maintenance of high standards in these areas) including overhead kitchen canopies, removing graffiti from internal & external surfaces, window cleaning and outdoor canopies
4.	Artificial grass maintenance
5.	Complete repairs as requested in school
6.	Undertake small DIY jobs (such as but not limited to putting shelves, display boards or hooks up)
7.	Maintain outdoor storage equipment through repairs and annual treatments
8.	Maintain flower tubs around school and complete pruning of low hanging branches of trees when required
9.	Clear site of leaves during autumn and winter months
10.	Undertake plumbing maintenance (such as but not limited to changing washers, replacing taps, investigating leaks)
11.	Complete decorating jobs as required
12.	Cleaning drains and gullies as required
38.	Contribute to the overall ethos/work/aims of the school.
44.	To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
45.	To report any causes for concern relating to the welfare and safety of children to the

	designated person, and the head teacher or if unavailable the designated safeguarding governor or a member of the senior leadership team.
46.	To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in the school.

	Essential/ Desirable
Qualification Criteria	
Good literacy and numeracy skills gained from general education to GCSE 'O' level/Adult Literacy and Numeracy level 2/NVQ level 3 for Teaching Assistants or equivalent qualification and experience together with a working knowledge of national curriculum, early years curriculum and other relevant learning programmes/strategies.	D
Experience	
Previous experience of DIY and maintenance jobs	E
Previous experience of working in a caretaker/maintenance role	D
Personal Characteristics	
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and students	E
Able to follow instructions accurately but make good judgements when required	E
Motivation ability to ensure that the school site looks attractive and well maintained	E
Committed to the safeguarding and welfare of all pupils in the academy	E
Specific skills	
Good communications skills, written and oral	E
Good understanding of plumbing	D
Basic carpentry and decorating skills	D

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.