



WICKERSLEY  
PARTNERSHIP  
TRUST.

**PERSONNEL SERVICES TEAM**

**ROLE DESCRIPTION**

Name:

Role Title: **HANDYMAN/CARETAKER**

Last Review Date:

Date to be reviewed by:

Relationships:

Responsible to Site Manager

---

This description outlines the main responsibilities of this post. It does not seek to limit the post holder and their view of their role, nor to exhaustively describe all aspects of their role. Rather it provides a framework for understanding and describing the main responsibilities of this post and provides opportunity for extending and varying the role as time and circumstances require.

There is opportunity for review at any time, but a comprehensive review will be carried out at least once every year. (See date above). All staff, however, have a responsibility constantly to review their own work, and identify personal training needs in negotiation with their line manager.

In addition to this description, any duties or responsibilities which may be reasonably required, at the direction of the Head Teacher, to respond to any change in legislation or circumstances.

## PERSONNEL SERVICES TEAM

# THE ROLE OF THE HANDYMAN/CARETAKER

---

The Handyman/Caretaker will have responsibility for the general maintenance of the school.

### Qualifications or Required Experience:

- Computer Literate in Microsoft office including Excel, Word
- Experience in carrying out repairs to building fabric
- Possess a high degree of attention to detail
- Proactive and enthusiastic Team Player
- Awareness of Health and Safety
- Highly customer focused
- 'Can do' attitude
- Experience of working within Facilities Management
- Experience dealing with customers and suppliers

### Requirements:

Experience in the operation of building services and buildings fabric maintenance is essential. Experience in plumbing and joinery is highly desirable. Production of risk assessments and the inspection of equipment for working at height is desirable.

This post would suit a physically fit person with good general skills and seeking an opportunity to use these skills in an ever changing environment.

### General Overview:

To provide a safe suitable environment for staff and students through the safe and cost effective operation of building fabric & services installations on the site. To provide general assistance and a labour resource to the technical staff and contractors.

### Reporting to Site Manager to:

Carry out manual tasks, adjustment and monitoring, planned and pro-active maintenance to protect the built environment.

Carrying out Legionella monitoring, emergency light and fire alarm testing.

Accompany and oversee visiting contractors to ensure safety and delivery of business objectives

### Main Duties:

Patrol each building & site to ensure all systems and facilities are operating correctly. Investigate, rectify and/or report all defective systems, plant, light fittings, blocked gutters/drains, fabric of the building and site or any other general problems contrary to the efficient running of the site

Assist in keeping sites/yards clear of general waste.

Report any incidents of combustible materials or waste outside of appropriate containers/areas. This to include the workplace, workshops, under benches etc.

Report any incident of excessive materials storage in any location to the Site Manager.

Report all incidents of materials being stored in inappropriate locations to the Site Manager, (i.e. near heaters, light fittings, electrical switchgear or appliances etc.)

Seasonal works as required, including gritting and snow clearance as instructed by the Site Manager

Taking readings of utility services meters, (gas, water & electricity) & report these to the Site Manager

Inspect and report on the condition of site drainage interceptors and manholes.

Inspect & clean all bunded areas. Prepare reports of condition to the Site Manager

Assist in maintaining clean and safe working kitchenettes

Assist in maintaining a clean site, e.g. general cleanliness, signage cleanliness, grounds maintenance and leaf clearance.

Act as a point of contact and local site knowledge for any/all contractors and sub-contractors that may visit the site.

Provide site 'guided tour' services to the Site Manager upon request

Meet, carry out site inductions to and supervise / be a site liaison all contractors working on the site as instructed by the Site Manager

Be deemed competent to carry out 'Manual Handling' activities.

Take an active role in ensuring the site is running in an energy efficient manner by ensuring time-clocks are correctly set, reporting incidents of energy wastage, (e.g. areas being unnecessarily heated or cooled).

Ensuring all plant areas are kept locked and secure, that there is no build-up of stored material within plant areas, that plant areas have appropriate signage.

Maintain plant areas in a clean and dust free condition

Be deemed competent to raise on site job specific risk assessments to identify tasks which fall above own competency levels or those which require additional assistance of any kind.

Be aware of the requirements of the Working at Height Regulations 2005 as amended and apply all company guidelines

Be deemed competent to carry out inspection and certification of any ladders and steps as instructed by the Site Manager.

Carry out Site Manager's instructions to set up meeting rooms, including facilities such as projectors, screens, desks, chairs, flipcharts and other facilities such that may be required.

Assist in the relocation of any furniture or equipment as may be instructed by the Site Manager

Carry out the local / on site delivery and unpacking of equipment, parcels or furniture as instructed by the Site Manager.

Putting up simple shelves, pictures, hooks, signage and other such simple fixtures and fittings.

Assembling 'flat pack' furniture.

Fitting replacement drop in ceiling tiles.

Plumbing/joinery when necessary.

Obtaining and collecting such minor goods as may be required for a particular task or on the instruction of the Site Manager.

Hold a full driving licence.

Ensure site log books are complete, up to date and maintained in a clear & concise manner.

Assist the Site Manager in ensuring site O&M records, general documentation, drawings are complete and accessible.

**PERSONNEL SERVICES TEAM**

**ADDITIONAL VOLUNTARY RESPONSIBILITIES (INCLUDING DEVELOPMENT POSTS)**

---

The following voluntary responsibilities have been agreed.  
These responsibilities will normally continue until the next review of this role description.