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| **JOB TITLE** | **Handy Person** | |
| **SUMMARY/MAIN FUNCTION** | To support and maintain the site / operation | |
| **REPORTS TO** | Site, Facilities & Maintenance Manager | |
| **DETAILS** | * Part time position * Hours negotiable * 2 Shift rotation * Salary dependent on experience | |
| **MAIN DUTIES AND RESPONSIBILITIES** | * Routine maintenance of the grounds and building * Responsible for undertaking repairs and a wide range of practical tasks * General site upkeep both interior and exterior | |
| **EXPERIENCE** | **Essential**   * UK Driving licence * Ability to undertake repairs and general maintenance on large sites * Experience in a broad range of craftsmanship and practical skills * Committed, diligent and hardworking individual * Ability to work on own initiative | **Desirable**   * Computer literate * Experienced or qualified in electrical work, plumbing, carpentry and/or plastering |
| **PROBATIONARY PERIOD** | All employees in new jobs are required to undergo a six month probationary period, during which suitability for the position is assessed. | |
| **HEALTH AND SAFETY** | All employees are responsible for reading, understanding and carrying out the requirements of the company’s Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training need. | |
| **CONTINUAL DEVELOPMENT** | The company requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the company. This should be achieved through the appraisal process.  Employees should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals. | |