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| **ROLE PROFILE** |
| Role  | Handyperson/Caretaker |
| Grade | AS 1B |
| Division/service | Quality and Compliance |
| Directly responsible to | Facilities Co-ordinator |
| Hours  | 30 hours per week (various shift patterns, mainly evenings and weekends) |

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| **Main duties and responsibilities/accountabilities** |
| 1 | Undertaking minor repairs / maintenance work, including some grounds maintenance, checking / testing equipment to ensure effectiveness in accordance with fire precautions and security (e.g. alarms, emergency doors, emergency lighting), including appropriate record keeping. |
| 2 | Report damages / breakages so that any necessary repairs may be carried out. |
| 3 | Respond promptly to tasks, ensuring priority given to areas where safety of others is a concern. |
| 4 | Assist in ensuring all areas are maintained, safe, clean and hygienic at all times. |
| 5 | Where necessary, move furniture and equipment across Aspire sites to meet service needs. |
| 6 | Undertake training and development as required for the post. |
| 7 | Act in line with Health and Safety policies and related Codes of Practice |
| 8 | Undertake duties across Aspire services, working flexibly as required.  |
| 9 | Use of Aspire vehicles to transport items/packages/equipment when required. |
| 10 | To ensure Aspire vehicles are routinely maintained and ready for use e.g. fuelling, cleaning, tyre pressure etc. |
| 11 | Produce accurate records and documentation and notify Facilities Co-ordinator of any changes or concerns. |
| 12 | To carry out duties with full regard to Aspire’s company values. |
| 13 | To open and close buildings and assist with preparation for activities, events and meetings, ensuring security of premises at all times. |

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| **Experience, skills and qualities**  |
| **Essential** |
| 1 | To have clean UK driving licence. |
| 2 | To have great customer/people supported attitude and attentiveness. |
| 3 | Effective time management/organisational skills. |
| 4 | To be physically healthy and be able to perform moving & handling in a safe manner. |
| 5 | Satisfactory Enhanced DBS check. |
| 6 | Ability to understand the safety and maintenance requirements of the premises and to communicate and act effectively to ensure they are met. |
| 7 | A level of communication skills which will enable appropriate communication with fellow workers and service users, demonstrating an approachable and friendly personality. |
| **Desirable** |
| 8 | Relevant training and/or qualification in maintenance or related trade.  |

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| **Review arrangements:** |
| The details contained in this role profile may be subject to change depending on the needs of the business.  |

Version 1 – November 2024 - Handyperson Role