

Job Description

Job Title:	Handyperson
Responsible to:	Accommodation Services Manager
Responsible for:	Small scale Repairs and Maintenance tasks
Job Purpose:	To assist the Accommodation Service Team in providing the day-to-day running of Action Foundation's supported accommodation projects, through small scale planned and responsive repairs and maintenance and handyperson tasks
Time Commitment:	21 hours
Salary Scale:	£21,516 – 26,227 pro rata + 6% pension
Contract:	Fixed term of 6 months (with the intention of extending)
Location:	To operate from Newcastle with local travel including to client properties in Newcastle and Gateshead
Job Purpose:	Effective delivery of maintenance tasks in approx. 18 properties across Newcastle and Gateshead

Duties and Responsibilities:

The Handyperson will provide:

Repairs and Maintenance:

Carry out reactive and planned repairs and maintenance tasks in domestic properties which could include:

- Minor plastering, painting and decorating
- Replacing/repairing shower rails, door handles, cupboard doors, curtain poles and blinds
- Changing light bulbs, testing smoke alarms, meter readings
- Hanging pictures and mirrors
- Repairing/replacing bathroom fittings e.g. toilet seats, leaking taps, resealing showers and baths
- General cleaning tasks
- Assisting with furniture moves and assembling furniture
- Gardening tasks including weeding and lawn mowing
- Portable Appliance Testing (training will be provided if required)

Effective communication with the Accommodation Services team, timely recording and communication of actions and progress made

Ensure all tasks are completed to a high standard and in a timely manner

General

- Embrace equality, diversity and inclusion, being sensitive to cultural, religious and other differences.
- Attend training sessions and keep knowledge up to date
- Work in line with Action Foundation's policies and procedures including Lone Working and Safeguarding
- To work as part of a team
- To fulfil any other duties deemed reasonable by the Accommodation Services Manager or Support Work Manager.

Personal Specification/Key Competencies

Experience:

- Experience in delivering practical repairs and maintenance in domestic properties (Essential)
- Experience of working with clients, delivering a good customer experience (Desirable)

Knowledge:

- Sound knowledge of high quality domestic repairs (Essential)
- An understanding of Health and Safety in domestic properties (Essential)
- Managing client confidentiality (Desirable)
- Understanding the need to work safely within professional boundaries (Desirable)

Skills/Abilities:

In addition to the above we want applicants who can satisfy the following:

- Able to use own initiative to solve problems (Essential)
- Good ICT skills (Desirable)
- Good communication skills (Essential)
- Work well in a team (Essential)
- Able to prioritise, manage time well and plan workload effectively (Essential)

Other:

- A genuine desire to support vulnerable people (Essential)
- A full driving licence (Desirable)
 - Access to a vehicle with Business Use

This post would require a DBS check and the taking up of two references.