

## **Job Profile Information: Handyperson**

**This supplementary information for Handyperson is for guidance for Job Level 1 Zone 2**

### **Camden Way Category 1**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

To provide a flexible, responsive and high quality caretaking and handy person service to the building ensuring the wellbeing and needs are met as directed by the on – site supervisor.

#### **Example outcomes or objectives that this role will deliver:**

- To open the building at 7:30 am Monday to Friday, covering the reception desk between the hours 07:30 – 09:00.
- To cover the main reception desk between the hours of 07:30 – 09:00 and on other occasions as necessary.
- To contribute to the maintenance and up keep of the building and taking responsibility for the efficient running of the building.
- To liaise with the internal and external maintenance contractors regarding faults and repairs of the site
- Undertake porter duties such as receiving deliveries and clearing rubbish
- Undertake gardening duties – front and back.
- Undertake cleaning duties.
- Undertake other reasonable duties as requested by your line manager.

**People Management Responsibilities:**

N/A

**Relationships;**

The Handy person needs to be able to communicate effectively with children and families, contractors, a range of professionals and the public.

They need to be confident and resilient to deal with the multifaceted nature of the work

**Work Environment:**

Kilburn Grange Children's Centre nursery and an office. The post holder is on their feet both in the building and outside.

**Technical Knowledge and Experience:**

- Ability to clean/maintain building to a high standard and prioritise workload.
- Ability to carry out minor repairs with appropriate training.
- Ability to work effectively as a member of a team.
- Ability to communicate both verbally and in writing.
- To provide an effective, flexible and accessible user responsive caretaking service
- To identify health & safety hazards and take appropriate action

**Desirable Qualifications:**

- First Aider qualification
- Fire safety training

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

### **Chart Structure**

**HEAD OF SERVICE**

**SERVICE MANAGER**

**TEAM MANAGER**

**CARETAKER/HANDYPERSON**