

- To maintain gardens & grounds.
- To project a professional image at all times whilst working in line with *'The Dudley Lodge Way'*, the company's set of values and standards.

Title of post to which this job normally reports:

Centre Manager

Special Conditions

All staff members are expected to work in a flexible way to cope with the needs, demands and requirements of the Centre.

Observance of the Centre's Equal Opportunities Policy will be required, and to work at all times in accordance with all the Centre's policies and procedures.

Failure by a member of staff to report actual or suspected physical or sexual abuse of a child by another member of staff or other person having contact with the child may constitute a disciplinary offence.

Dudley Lodge is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expect all staff and volunteers to share this commitment.
We are an equal opportunities employer and welcome applications from all suitably qualified persons.
All posts are exempt from the Rehabilitation of Offenders Act 1974. Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected' and so are not subject to disclosure and should not be taken into account. Further information about this can be found on the DBS website or at Nacro.
This post is subject to medical clearance and an enhanced DBS disclosure.

“We are an equal opportunities employer and we welcome applications from all suitably qualified persons”

DUDLEY LODGE

PERSON SPECIFICATION – Handyperson

Method of Assessment Key: AF = Application Form I = Interview T = Test or exercise

Factors	Essential	Method of Assessment
Experience (relevant work & experience)	DIY and general maintenance Knowledge of Health and Safety, Regulations and Procedures. General painting and decorating. Cleaning duties. Garden maintenance. Awareness of anti-oppressive practices.	AF/I AF/I AF/I AF/I AF/I
Skills/Abilities (e.g. written communication skills, dealing with the public etc)	Able to carry out basic repairs, maintenance and checking systems such as fire alarms and security. Able to keep records. Able to communicate effectively – written and verbal skills. Able to use own initiative and identify hazards and objectives needing repair or reporting. Able to follow and act upon instructions. Able to work as part of a team.	AF/I AF/I AF/I AF/I AF/I AF/I
Training	Willingness to undergo training and attend courses.	AF/I
Education/Qualifications	Must be numerate and literate	AF/I
Other	Must be able to provide a service in a non-judgemental way to Service Users and staff.	AF/I