

Dudley Lodge Safeguarding Children Services
Dudley Lodge Family Assessment Centre - 143 Warwick Road, Coventry, CV3 6AT
Bonner House – 172 Sellywood Road, Bournville, Birmingham, B30 1TJ

Job Description	
Job Title:	Handyperson
Salary:	Scale 12 – 26 £26,772 - £32,975 (pro rota)
Hours:	25 hrs per week
Days:	To be agreed
Base:	Birmingham

Is the post exempt from the Rehabilitation of Offenders Act? Yes
 Does the post require a DBS check? Yes

Our Commitment Statement

Our expectation of all staff is to demonstrate kindness, empathy, and fairness to all.

Dudley Lodge strive to provide an inclusive working environment and experience, where employees can bring their best, and authentic self to work. Where difference is recognised, respected, valued, and celebrated.

Our approach to inclusion and diversity is rooted in listening, learning and acting. This includes conducting ongoing listening forums across the company, the implementation of Inclusion & Diversity talking/support groups, workshops and training, good quality supervision, surveys and collaborative working parties. All with the core aim to receive honest feedback, reflect and continuously strive to be the best that we can be.

We are looking for Permanent Handyperson to work at our Birmingham residential centre. This is a physically demanding role which will require a good level of fitness. You will be required to lift and carry/move furniture, stock, appropriate machinery etc... Working at height is a must due to maintenance work being carried out at heights. Applicant should also be flexible as and when required to meet business needs.

Benefits

- Enhanced holiday – 22 days plus bank holidays, after 5 years service 27 days plus bank holidays, after 10 years service 32 days plus bank holidays (pro rota)
- Training opportunities
- Pension
- Cycle to work scheme
- Employee Assistance Programme
- Help at Hand Benefit

- Life Assurance
- Long Service Awards
- Healthcare Cash Plan
- Flu Vaccinations

Purpose of Job

- The primary tasks of this position is to maintain a clean and safe working/living environments for service users, staff and visitors, whilst promoting and monitoring health & safety standards, policies and procedures.
- To prepare units of accommodation for families
- To adhere to cleaning, health & safety, and risk assessment routines.
- To maintain stock and inventories.
- To maintain gardens & grounds.
- To project a professional image at all times whilst working in line with the company’s set of values and standards.

Title of post to which this job normally reports:

Registered 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 – Handy person

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