

JOB DESCRIPTION	
Job Title:	Handyperson
Organisation:	Age UK Northamptonshire
Reports To:	Handyperson Team Leader
The Post Holder: Purpose of Job:	To undertake handyperson and decorating work and to carry out DIY and gardening tasks at the homes of older people to help them maintain a safe environment and retain independence
Location:	Four Seasons Lifetime Centre, School Lane, Kettering
Salary Scale	£8.20 (pay increase pending)

Main Tasks and Responsibilities:
<ul style="list-style-type: none"> To carry out DIY tasks in older people's homes including stair rail, grabrail, keysafe and curtain pole fitting, shed roof re-felting and other property maintenance Painting and decorating in order to support a major contract with local housing association, working with vulnerable tenants To notify the team Leader if the client requires other Age UK Northamptonshire services To complete necessary paperwork as required by the Team Leader To undertake any training as deemed necessary To take responsibility for equipment provided by Age UK Northamptonshire and to notify Team Leader of any losses, breakages etc To observe Health & Safety regulations and be aware of risk assessments and utilise any safety equipment provided To wear appropriate work wear and carry ID at all times Other duties as requested by the line manager
<p>The tasks and responsibilities shown above are not exhaustive, and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review, and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.</p>

Person Specification:	Essential /Desirable
Competencies:	
Education, Training and Competence	
<ul style="list-style-type: none"> Proven handyperson and decorating skills 	E
<ul style="list-style-type: none"> Practical knowledge of basic electrical, plumbing, carpentry and other DIY-type skills 	E
<ul style="list-style-type: none"> Ability to manage own time and complete tasks in an efficient manner 	E
<ul style="list-style-type: none"> Willing to undertake additional training in order to complete related projects when necessary 	E
<ul style="list-style-type: none"> Ability to complete tasks in a clean and tidy manner 	E
Team Effectiveness	
<ul style="list-style-type: none"> Able and willing to work alongside and support colleagues when required 	E
Customer Focus	
<ul style="list-style-type: none"> Experience of working with older people 	D
<ul style="list-style-type: none"> Communication 	
<ul style="list-style-type: none"> Able to demonstrate respect for elderly and vulnerable clients 	E
<ul style="list-style-type: none"> Able to demonstrate reassuring nature when dealing with nervous clients 	E
<ul style="list-style-type: none"> To be an excellent ambassador for Age UK Northamptonshire and all its services whilst out and about in the community 	E
Leading and Initiative	
<ul style="list-style-type: none"> Ability to work by alone and on own initiative, knowing when to seek help if appropriate 	E
Other	
<ul style="list-style-type: none"> Car owner / Driver 	E
Prepared By: Su Brazell, Service Manager and Wendy Ryan, Handyperson Team Leader	Date: 08.02.19
Authorised By:	Date: