

## **AGE UK WALTHAM FOREST**

### **JOB DESCRIPTION:**

<b><u>Job Title:</u></b>	Handyperson
<b><u>Salary:</u></b>	£16/hour
<b><u>Hours:</u></b>	Mon-Fri; zero hours contract
<b><u>Responsible to:</u></b>	Community services manager
<b><u>Based at:</u></b>	Remote working

### **Job purpose:**

You will provide a reliable, friendly handyperson service with an emphasis on home maintenance and gardening. You will undertake minor tasks including: mowing lawn & garden tidying; plumbing repairs, unblocking sinks, putting up shelves, installing grab rails, changing light fittings, small areas of painting or grouting, fitting window locks, and assembling small items of furniture.

This is one of Age UK Waltham Forest's high quality, paid-for services to help older people live safely in their own homes, enabling them to remain as independent as possible.

### **Key Responsibilities.**

- To carry out required repairs to a high standard and cost-effective work scheduling.
- To order and obtain any materials where necessary.
- To complete the task in a professional manner with good communication to ensure that the client is confident with the work being done.
- To record fully any incidents, accidents and concerns relating to safety issues, to the services manager.
- To maintain clear and accurate records of each job to give to the client and the services manager.
- To carry out basic administration including collection of fees using card machine, recording payments and giving a receipt.
- Make referrals to Age UK Waltham Forest colleagues and other appropriate agencies and organisations for specialist support where needed.
- To ensure your own equipment is in good working condition with regular safety checks.

**Please download an application form and full job description from the Age UK Waltham Forest website - <https://www.ageuk.org.uk/walthamforest/about-us/work-for-us/>**

Job Type: Zero hours contract

Salary: £16.00 per hour

<b>PERSON SPECIFICATION Competencies</b>	<b>Essential / Desirable</b>
<b>EXPERIENCE:</b>	
Experience of delivering low-level home maintenance including minor plumbing, electrical and construction tasks	E
Experience in delivering to a high customer service standard	E
Understanding of the principles of confidentiality and data protection in relation to client information and records	D
Understanding of safeguarding procedures	D
Understanding of equality and diversity with a commitment to providing equality of opportunity for all.	D
<b>PERSONAL SKILLS AND ABILITIES:</b>	
Understanding of home maintenance and limitations of the handyperson service	E
Sensitivity and compassion when working in the homes of older people	D
Ability to carry out basic risk assessments	D
Good self-presentation and communication	D
Ability to establish rapport quickly with service users	D
Good level of spoken and written English	D
Being reliable, trustworthy and punctual	E
Good organisational and record-keeping skills including form filling and basic reports	D
Flexibility in response to individual needs.	D
Full clean driving licence and own transport	D
Owning well-maintained selection of tools	E
<b>LEGAL REQUIREMENTS</b>	
Enhanced DBS check (arranged before start in role)	E