

# IVY CARE

Person Specification:		Post No:		
Job Title:	Maintenance Handyperson			
Knowledge and Experience		Essential	Desirable	Assessment/Method
<b>Education &amp; Qualification</b>	Good GCSE's or equivalent qualification, including maths and English		✓	<b>AF</b>
	City and Guilds qualification or NVQ Level 2 in Painting and Decorating, or an equivalent qualification.		✓	<b>AF</b>
	City and Guilds qualification or NVQ Level 2 in construction related disciplines, or an equivalent qualification.		✓	<b>AF</b>
	Able to demonstrate transferable trade background qualifications.		✓	<b>AF</b>
<b>Experience</b>	Working in the construction industry		✓	<b>AF/BI/RF</b>
	Handyperson role or similar responsibility		✓	<b>AF/BI/RF</b>
	Dealing with the public in a customer service role		✓	<b>AF/BI/RF</b>
	Working in a similar role within a residential or supported housing environment.		✓	<b>AF/BI/RF</b>
	Keeping records and returns		✓	<b>AF/BI/RF</b>
<b>Knowledge</b>	Knowledge of basic construction and property maintenance techniques.	✓		<b>AF/BI/RF</b>
	Knowledge of Health & Safety issues relating to property maintenance and Health & Safety at Work Act 1974. .		✓	<b>AF/BI</b>
	Understanding of issues of data protection and client confidentiality.		✓	<b>AF/BI</b>
	Familiar with and understanding of responsibilities under COSHH Regulations		✓	<b>AF/BI</b>
	Understand responsibilities in relation to manual handling, fire procedures, infection control, and emergency first aid.		✓	<b>AF/BI</b>
<b>Skills &amp; Abilities</b>	Excellent practical skills in basic carpentry, plumbing and electrics	✓		<b>AF/BI/RF</b>
	Able to make decisions, work independently and as part of a team.	✓		<b>AF/BI</b>
	Able to organise and prioritise own workload	✓		<b>AF/BI</b>
	Excellent communication skills both verbally and in writing	✓		<b>AF/BI</b>
	Computer literacy (Excel & Word.)		✓	<b>AF/BI</b>
	The ability to record information accurately and professionally.	✓		<b>AF/BI</b>
	Ability to form positive relationships with colleagues.	✓		<b>AF/BI/RF</b>
<b>Other</b>	Positive and empathetic.	✓		<b>AF/RF</b>
	Physically capable of undertaking duties.	✓		<b>AF/BI/RF</b>
	Able to attend work flexibly and as part of a maintenance on-call rota.	✓		<b>AF/BI</b>
	Be willing to undertake company induction and refresher training.	✓		<b>AF/BI/RF</b>

	Be in possession of a full UK driving license and able to drive manually geared work vehicles.	✓		<b>AF/BI/RF</b>
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<b>Additional Information (*Delete as Applicable)</b>			
* Disclosure and Barring Services (formally known as CRB)	This post is identified as involving working with vulnerable people, or is a position of trust. Employment is subject to an acceptable Enhanced DBS disclosure. Further guidance will be provided at the appropriate stage of the selection process		<b>Assessment Key</b>
		A F	Application Form
		B I	Interview
		R F	References
		W S	Work Sample
		A T	Ability Test
		P T	Psychometric Assessment

<insert employee's name>	Signed:		Date:	
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