

Kirklees Council

DIRECTORATE: ADULTS AND HEALTH
SERVICE AREA: INTEGRATION
SECTION: CARE CLOSER TO HOME
RESIDENTIAL AND DAY OPPORTUNITIES

JOB TITLE: HANDYPERSON/DRIVER
GRADE: 3

PURPOSE OF JOB

To undertake basic maintenance of buildings and grounds of a residential establishment.

KEY AREAS

1. Maintenance of Equipment and Buildings
2. Porterage
3. Driver Duties
4. Miscellaneous

DUTIES AND RESPONSIBILITIES

1. **Maintenance of Equipment, Buildings and Grounds**
 - 1.1 Cleaning of buildings and surrounds.
 - 1.2 Basic maintenance of equipment and buildings, e.g. changing electric fuses/plugs, light bulbs, door locks, making safe pending the arrival of a specialist.
 - 1.3 May be required to assist residents to use electrical appliances e.g. shavers and hairdryers.
 - 1.4 May be required to carry out basic maintenance/repairs to clients wheelchairs etc.
 - 1.5 Ground maintenance e.g. weeding of flower beds, grass cutting, hedge cutting.
 - 1.6 Security duties involving patrolling the premises both inside and out and reporting any disrepair leading to security risk, repairing if possible or making safe.

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2. **Porterage**

- 2.1 Moving of refuse, equipment, furniture, supplies and personal effects.

3. **Driver Duties**

- 3.1 To drive the vehicle in such a way as to ensure the safety and personal comfort of all passengers.
- 3.2 To assist when required to ensure the safe transfer of passengers to and from the vehicle at their destination and/or home.
- 3.3 To ensure that wheelchairs are clamped safely and people secured in their seats in accordance with the Code of Practice.
- 3.4 To liaise with the Manager regarding daily pick-ups and routes to be travelled and advise of any concerns and difficulties.
- 3.5 To comply with the Authority's instructions/check list for daily maintenance and service of vehicles.
- 3.6 To clean vehicles as scheduled by the Manager.
- 3.7 To ensure clients travel in a safe manner with regard to correct use of wheelchair clamps, seat belts etc. in accordance with the Code of Practice.
- 3.8 To ensure safe access and egress to/from bus.
- 3.9 To take appropriate action in case of emergency in accordance with specified instructions.

4. **Miscellaneous**

- 4.1 You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.
- 4.2 As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please see your responsibilities related to [safeguarding](#).

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RESPONSIBLE TO: RESIDENTIAL MANAGER OR OTHER OFFICER
DELEGATED BY THEM TO BE RESPONSIBLE

RESPONSIBLE FOR: N/A

JD Reference No	RDO018
JD Amended/Prepared By	
JD Amended On	26.07.07 (01) 12.10.12 (02) 13.05.16 LY 29.01.18 CT
Refers to Estab(s)	4SO127

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PERSON CHECKLIST

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

Experience of home and outdoor maintenance.
Knowledge of basic maintenance e.g. working with electrical appliances.
Understanding of basic gardening.
Ability to use home maintenance and garden equipment safely.
Ability to share knowledge and interest in gardening with service users, some of whom may have challenging behaviour.
You will be required to undertake the physical tasks identified in the job description. Following an offer of appointment you will be required to undertake a standard medical screening and any other medical screening as determined by the Occupational Health Unit appropriate to occupational risk.
You must hold a full and valid driving licence - with category D1. You must also be willing to undertake and pass the Kirklees Council driving test and travel between sites using a Council vehicle.
Willingness to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

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