# **Stone Bay School**







**School Mission Statement**

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive**, **caring** and **safe**.

Our goal is to develop our students to become:

* **Successful** Learners.
* As **independent** as possible.
* **Confident** individuals and self-advocates.
* **Effective** communicators and **contributors**.
* **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

**Job Description**

| **Post:** | Handyman |
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| **Salary:** | Kent Range 3 |
| **Hours:** | 37 hours per week, all year |
| **Responsible to:** | Site Manager |

**Key Tasks:**

| **Handyman**  Key responsibilities   * Undertake general repairs and maintenance around the site, inside and out, as requested by the Site Manager, to ensure the site is a safe environment for students, staff and visitors * Carry out minor repairs to school equipment * Repair resources in classrooms as necessary. * Carry out non-specialist building maintenance work, eg plumbing, glazing, carpentry, decorating etc, where such work is agreed as being within the reasonable capacity of normal handyperson/DIY Skills with strict adherence to Health and Safety regulations. * Inspect and maintain certain school equipment, effect minor repairs and report defects. |
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| In additional all members of the school community are expected to:  Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.  Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |

*Stone Bay School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

The duties may be varied to meet the changing demands of the school and these duties may therefore be changed at the discretion of the Headteacher and following consultation with you

**Staff Development Days: Attendance Requirements**

In line with Department of Education requirements, the school allocates 5 days per year for the purpose of school improvement and school/staff development. The requirement to attend Staff Development Days is incorporated into the contracts of all directly employed staff. This includes mandatory training, as detailed below, and core training. Core training includes such courses as Autism Awareness, Behaviour Management, Makaton, First Aid and Manual Handling.

**Mandatory training**

**ProactSCIP√UK®** training and **Child Protection** training are included as an integral part of Staff Development Days throughout the year. The requirements for this mandatory training are:

ProactSCIP√UK® : Appropriate staff to attend a course every year.

Child Protection: All staff to attend an Annual Update every year.

Additional mandatory and core training events will be arranged for new staff as required.

**Person Specification - Handyman**

| **Skills, Knowledge & Aptitudes** | Essential. | Desirable |
| --- | --- | --- |
| Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handyperson  Ability to carry out repair and maintenance work with expertise in DIY – eg woodwork, plumbing , painting and decorating skills | **√** |  |
| Ability to undertake a range of caretaking and cleaning duties and maintenance and repair tasks  Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date  Ability to act on own initiative, dealing with any unexpected problems that arise  Ability to provide high quality supervision to support the Site Manager in working with the Maintenance Team.  Ability to inspect and record the work of others  Ability to work effectively and supportively as a member of the school team | **√** |  |
| **Qualifications & Training** | Essential. | Desirable. |
| A minimum of GCSE or equivalent Grade C in English and Maths | **√** |  |