



Employment Package

Salary: £25,311 - £25,581 Per Annum, Pro Rata

Distant Islands Allowance: £2,742 Per Annum, Pro Rata

Weekly Working Hours: Various

Employee Benefits

- 35 days annual leave, increasing to 40 days after 5 years, inclusive of Public Holidays (pro rata)
- Local Government Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme



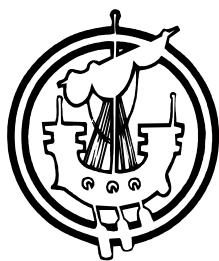
Handy Person

Western Isles Care Homes / Day Centres

Job Purpose

To carry out general handyperson and driver duties as required at Western Isles Care Homes and Day Centres.





COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Handyperson / Driver	Job Number:	Various
Department:	Health & Social Care	Grade:	C
Location:	Western Isles Care Homes	Date:	2024
Responsible To:	Chief Officer, Community & Partnership Services; in the first instance to the Senior Social Care Worker		

Job Purpose

To carry out general handyperson and driver duties as required at Western Isles Care Homes.

Duties

1. Routine care and maintenance of buildings, including kitchen appliances and laundry equipment. Deep cleaning of flooring, windows, pelmets, light shades and changing light bulbs. Power washing of guttering. Reporting defects to the appropriate Manager.
2. Maintenance of boiler - cleaning, fuelling, and reporting faults.
3. Duties detailed in the Health and Social Care Department and Safety at Work Handbook.
4. Routine fire safety checks and maintenance of the Fire Register ensuring that it is up to date.
5. Clean and filter showerheads and undertake legionella checks.
6. Gardening duties to ensure an acceptable standard of appearance.
7. Unloading and re-stocking of stores.
8. Stock control of cleaning materials
9. Empty bins and disposal of waste.
10. Gritting of pavements.
11. Routine care and maintenance of vehicle, including necessary paperwork.
12. General driving duties including transporting service users to appointments etc, collecting prescriptions, equipment, collection and delivery of mail and materials, as required.
13. Where necessary supervise Community Payback Order unpaid work participants required by the Justice Social Work Services when work is being undertaken at Ardseilleach or Grianan.
14. Attending relevant training courses

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
3. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out duties and responsibilities with the adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
4. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
5. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal, and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
6. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



COMHAIRLE NAN EILEAN SIAR

Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE LEETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: Handyperson / Driver

POST NUMBER: Various

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Local geography.	D1	Fire Safety Awareness.
	E2	Awareness of the rights of individuals.	D2	Needs of the client groups.
	E3	Awareness of Health & Safety in the Workplace.		
Skills and Abilities	E4	Ability to understand, retain and act on instructions.	D3	Gaelic speaker.
	E5	Ability to work in an organised manner.		
	E6	Full clean driving licence and ability to drive a minibus.		
	E7	Confidently and safely.		
	E8	Ability to communicate clearly and simply.		
	E9	DIY and horticultural skills.		
Education and Experience	E10	Sufficient experience to be aware of the needs of adults with support needs.	D4	Relevant Trade Qualification.
			D5	Midas Qualification.
Other Factors	E11	Awareness of the importance of confidentiality.	D6	Positive attitude.
	E12	Respect for others.	D7	Imaginative approach.
	E13	Patience.		
	E14	Warmth.		
	E15	Flexibility.		