



HANDYPERSON REQUIRED

Part-time: Minimum 5 hours per week average
12-months initial period – potentially permanent thereafter
Salary subject to experience plus pension and mileage
Starting ASAP
Reporting to Clerk to the Council and liaising with the Village Hall Manager

Plumpton Parish Council require a skilled handyman to undertake a wide variety of repairs and maintenance tasks across the Council's properties and street furniture. The role will average at a minimum of 5 hours per week over the course of the year, with seasonal peaks in workload. Specific days of work are open to negotiation, though the Council will need a flexible and reliable person to adapt to the demands of the role.

Candidates will need access to an appropriately insured vehicle and travel between sites will be reimbursed at 45p per mile. Appropriate Personal Protective Equipment will be provided.

This is a new role within the parish council and the skilled handyman will be an important element of the Council and the successful candidate will be supported by other Council staff where possible to settle into the role and establish a sensible work pattern. The position will primarily be working alone and you will be required to be DBS checked.

The Council is part of the Local Government Pension Scheme (East Sussex Pension Fund – employer contribution is currently 20.10%) and all its employees are entitled to join if they request to do so. The position is initially for a 12 month period, but with potential to convert into a permanent position.

To apply, a completed application form must be submitted by the deadline date. This can be by email or post.

For an application form please contact the Clerk – anita.emery@plumptonpc.co.uk



Job Description

Village Hall

- Gardening, weeding and pruning of VH borders (weekly during growing season less so during winter months)
- Clean bandstand – once a month
- Covering cleaning of village hall when village hall manager is on leave
- General maintenance in and around the hall plus basic plumbing
- Setting out tables and chairs for hirers
- Grit bin checks and administering grit when weather is adverse
- Weekly sweep/litter pick of car park

Playing Field

- Grit bin checks and administering grit when weather is adverse
- Weekly sweep of skate park
- Weekly visual check of playpark
- General maintenance at the pavilion and basic plumbing
- Monthly water and electric meter reads
- Weeding of playpark and skatepark
- Maintain passing places planters at pavilion (once a week during summer less so during winter months)
- Weekly sweep and litter pick of car park

Other

- Defib checks (monthly)
- Cut allotment communal grass areas twice a month during growing season
- Asset checks (monthly) (noticeboards/bus shelter/finger posts/benches)
- Changing of the battery Vehicle Activation Device and other associated actions.
- Any other ad hoc requirements



PLUMPTON PARISH COUNCIL

Person Specification: Handyperson

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application how you meet the following essential criteria.

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none">• Good literacy and numeracy	<ul style="list-style-type: none">• Plumbing qualifications• Carpentry qualifications• Health and Safety training• COSHH training
Experience, skills and knowledge	<ul style="list-style-type: none">• Previous experience of maintenance and repair work: plumbing, DIY, carpentry, landscaping; decorating.• Excellent organisational and prioritising skills.• Ability to assess the needs of the position and devise a work schedule.	<ul style="list-style-type: none">• Working knowledge of Health and Safety at Work Act and COSHH regulations.
Personal qualities	<ul style="list-style-type: none">• Enthusiastic and self-motivated.• Takes responsibility and displays accountability.• Methodical and well organised.• Friendly manner with the public.• Uses initiative.• Willing to attend training as necessary.	<ul style="list-style-type: none">• Proven ability to react and adapt to situations if circumstances change.• Willingness to undertake further training and expand the role in future years.
Additional information	<ul style="list-style-type: none">• Physical fitness for undertaking tasks.• Access to a car/ability to get around the Parish.• Full driving licence.	