

Department:	Education	Section:	Stanley House
Reports to:	Senior Houseparent		
Grade:	Falkland Islands Government Grade – H1	Job Code:	254H01
Overall Purpose of the Role			
To provide caretaking support by maintaining the security, appearance and functionality of buildings, grounds, and equipment, ensuring a safe, secure, and well-presented environment at all times.			
Key Role Activities			
- To operate and maintain equipment and machinery in accordance with the Operations Manual, reporting any defects or malfunctions promptly to the Senior Houseparent or Deputy Senior Houseparent. - To undertake routine building maintenance and repair duties, ensuring that all buildings and facilities are maintained in a safe, clean, and presentable condition. - To undertake routine testing and inspection of fire safety systems and equipment, including daily inspections, weekly fire alarm testing, and monthly checks of emergency lighting and fire extinguishers. Ensure accurate records are maintained and any defects or deficiencies are reported promptly. - To undertake site security duties, ensuring buildings, facilities and assets are maintained in a secure condition, including opening, and securing the premises and carrying out security checks as required. - To undertake grounds and access maintenance duties, ensuring pedestrian routes and external areas are maintained in a safe, accessible, and serviceable condition throughout the year. - To undertake the safe handling and disposal of waste materials, ensuring that all waste is managed in accordance with the site procedures and made available for collection as required. - To undertake manual handling and facilities support duties, including the movement and arrangement of furniture, equipment, and supplies, ensuring areas are maintained in a safe and tidy condition. - To maintain the safe and effective operation of Education vehicles by undertaking daily inspections, ensuring vehicles are fuelled and cleaned as required, and coordinating servicing and maintenance appointments when due. - To maintain appropriate inventory of workshop and storage facilities, monitoring stock levels of consumable items and arranging the replenishment of supplies through the Campus Manager as required. - To undertake grounds maintenance duties including planting, weeding, grass cutting and strimming, ensure all outdoor areas are maintained in a safe, tidy, and presentable condition. - To undertake contractor and visitor support duties, ensuring personnel attending the site are supported as required in accordance with site procedures.			

Key Role Activities continued

- To support the Campus Manager in identifying defects, coordinating corrective actions and maintain site safety, ensuring issues are addressed promptly and in accordance with site procedures.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information

Stanley House caters for up to 30 students from Camp/MPA it consists of two accommodation blocks, main house, outbuildings and gardens.

To comply with the requirements of Health and Safety, other relevant legislation and hostel policies.

Post holder will need to undertake Health & safety & First Aid courses as required.

To provide operational support and cover across the Education Department as required, ensuring the continued delivery of services and effective operation of facilities.

Criminal Record Checks: (This post is regarded as a sensitive post)

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

Person Specification:	Handyperson		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Able to undertake painting and decorating works	✓		A/I
Able to carry out maintenance of, and minor repairs to, wooden fixtures and fittings	✓		A/I
Able to deal with minor plumbing issues such as blocked pipes and leaking taps	✓		A/I
Able to take remedial action after breaks for example boarding up of broken windows or replacing small glass windows.	✓		A/I
Able to carry out gardening duties including planting of seeds for Vegetables/salad, weeding areas and cutting grass.	✓		A/I
Knowledge of safe operating practices with power tools and associated equipment	✓		A/I/R
Experience and good practical skills in the use of hand powered tools and associated equipment		✓	A/I/R
Proven experience of handyman work as detailed above would be an advantage		✓	A
Knowledge of Fire Alarm system		✓	A/I
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Clean & Tidy in appearance	✓		I
Ability to understand instructions communicate clearly and effectively in English	✓		A/I/R
Able to work at heights and in confined spaces	✓		A/I
Prepared to attend out of hours when required	✓		A/I
Work is of a very physical nature and requires applicants to be sufficiently fit to carry out the duties required and also requires a good level of strength and stamina	✓		A/I
Enthusiasm		✓	A
Reasonably articulate and confident when dealing with people		✓	A/I

Person Specification:	Handyperson		
Criteria	Essential	Desirable	Assessment Method
Qualifications & Training			
Driving (manual) Licence	✓		A
An appropriate Handyperson qualification or IVQ/NVQ level 1 equivalent in relevant subject		✓	A/I
First Aid Training		✓	A/I
Valid Health & Safety Certificate		✓	A/I
Fire Warden Trained Certificate		✓	A/I
PAT Testing Certificate (Portable Appliance Testing)		✓	A/I
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form I - Selection Interview

R – Reference

O - Other