

Handyperson

About Scottish Autism

Scottish Autism seeks to promote and provide care, education, support and opportunities for people with autism of all ages throughout Scotland. We work tirelessly to create a world where autistic people are understood and enabled to lead meaningful, fulfilling and happy lives as valued members of the community.

A key expectation of everyone who works for Scottish Autism is that they live and breathe our values; Collaboration, Change Makers, Compassion and Contribution. Our values come into play throughout everything we do at work – how we work together, and how we deliver services to the people we support and to the people we work alongside.

The Role:

The Handyperson is responsible for ensuring the security, safety, cleanliness, maintenance and repair of the school residential premises, the school and other Autism Service Property.

Key tasks and responsibilities:

- Maintaining the basic security and safety of buildings and surroundings.
- Light repair work and maintaining property maintenance.
- Ability to assess and estimate repair jobs.
- Reporting any issues to the management team of work that requires specialist attention, including those that can't be immediately rectified and constitute a hazard under the Health & Safety Act 1974.
- Responsible for all fire safety – fire drills, alarm checks, ongoing maintenance and fire safety equipment.
- General garden maintenance.
- Communicate effectively with all departments (as required) to ensure a seamless transfer of information takes place and be fully conversant with all organisational Health & safety policies and procedures.
- Maintaining heating, including necessary adjustments to boiler settings.
- Maintenance of swimming pool, including carrying out water check where applicable.
- Vehicle checks on a weekly basis.
- Health and Safety checks and reporting.
- To actively participate in coaching and the review process.

Skills and Attributes

- Represents Scottish Autism's values and approach through all communications.
- Ability to work on own initiative to maintain high standards of property maintenance.

- Excellent communication skills with internal staff and external suppliers/specialist to promote the Health and Safety of the environment.

Knowledge and Experience

- Knowledge and experience in property maintenance and repair.
- Ability to assess and estimate for jobs.
- Up to date working knowledge of health and safety legislation.
- Thorough knowledge and application of Scottish Autism's Health and Safety policy and procedures.