

# LIVERSAGE COURT

## MAINTENANCE HANDYPERSON JOB APPLICATION PACK

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Please return your application in an envelope marked private and confidential and addressed to:

Abigail Jones, The Liversage Trust, 21 Alice Street, Derby DE1 2BY

Or alternatively, you can email your application to:  
[info@liversagetrust.org](mailto:info@liversagetrust.org)

**CLOSING DATE:** Noon on Monday 26 August 2024

If, having reviewed the contents of this job application pack, you require further information; please contact Georgina or Jennifer Bannister. Telephone 01332 291241

Email: [georgina.bannister@liversagetrust.org](mailto:georgina.bannister@liversagetrust.org)

# LIVERSAGE TRUST – LIVERSAGE COURT

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>Job title:</b>	Maintenance Handyperson
<b>Hours:</b>	27.5 per week 9am to 3pm Monday to Friday with 30 minutes unpaid break

### 2. JOB PURPOSE

To carry out day to day maintenance of the building and its services, to make sure that Liversage Court (the Home) runs smoothly and provides a safe, functional and attractive environment.

### 3. REPORTING LINES

<b>Responsible directly to:</b>	Care Home Manager, or, in his/her absence, the Deputy Care Home Manager
<b>Responsible for:</b>	Not applicable

### 4. PRINCIPAL ACCOUNTABILITIES AND ACTIVITIES

1. Carry out a wide variety of repair and maintenance tasks, such as:
  - redecoration, wall papering, plaster patching, and painting
  - joinery repairs including windows, doors and fencing
  - plumbing repairs including unblocking sinks and drains, fixing leaks, replacing radiator thermostats, repairing taps and toilets
  - minor electrical work including changing light bulbs / diffusers, fluorescent tubes and light fittings
  - maintain external areas and fixtures, including varnishing garden furniture, painting fences and generally tidying the garden areas.
2. Take responsibility for a 'Maintenance Book' in which defects are recorded by staff and use this book to record action taken and dates when completing actions.
3. Maintain high standards of customer care, interact with residents and be aware of the frailty and vulnerability of many of the residents.
4. Report and action, where it is within your trade competence, any defects found with appliances, furniture, equipment and any potential hazards. Where it is outside of your area of competence, report to the Deputy or Care Home Manager that a sub-contractor will be required.
5. Assemble flat pack furniture, profile beds and other equipment as requested.

#### 4. PRINCIPAL ACCOUNTABILITIES AND ACTIVITIES continued

6. Assist with testing and general upkeep of the Home's nurse call system units.
7. Make regular tests or inspections of various equipment types and record results in line with Homes' procedures, including but not limited to:
  - moving and handling equipment
  - beds
  - window catches
  - stairlift
  - water temperatures
8. Carry out and log results of periodic fire safety inspections, including checking call points, fire exits, door retaining devices, emergency lighting and roof space partitions.
9. Carry out various cleaning tasks, as instructed at the Home, which may include but are not limited to:
  - 6-monthly deep clean in the main kitchen (inside light fittings, walls above surface height, fans, extractors, insect light)
  - Ensure all ventilation units and lights are kept clean
  - Keep outbuildings and areas in which waste is stored in a clean and tidy condition.
  - Sweep, litter pick and pressure wash external areas in gardens and parking areas regularly and clean all external signs and lighting.
  - Assist with clearing snow, gritting the parking areas, paths and any areas to which residents, visitors and staff have access.
10. As required, assist in maintaining the gardens, by carrying out basic gardening, weeding, and watering the gardens, hanging baskets and planters.
11. Make purchases as directed from approved suppliers and in accordance with the Trust's financial procedures, transporting tools and materials as required, using your own vehicle.
12. Maintain the security and safety of buildings and work areas, keeping work areas as clean and tidy as possible to minimize risk to residents and colleagues.
13. Comply with safe working practices at all times, including wearing all protective clothing and equipment when required and reporting any accidents or near misses.
14. Be proactive in maintaining the dignity of residents and contribute to ensuring that their quality of life is protected at all times. Be aware of safeguarding issues and promptly raise concerns with management.
15. Attend and contribute to any required training courses, staff meetings, and one to one appraisal sessions.
16. Accurately complete all mandatory records and comply fully with all statutory requirements and the Trust's and the Court's Policies and Procedures.

**5. FOR COMPLETION BY SUCCESSFUL CANDIDATE**

I have received a copy of this job description and accept that the accountabilities and activities attached to the job are as indicated. I understand that the job description is intended to give me an appreciation of the role and range of duties involved in the job. I accept that it is not exhaustive and will be reviewed from time to time.

**Signature:**

**Date:**

# LIVERSAGE TRUST – LIVERSAGE COURT

## PERSON SPECIFICATION

### Maintenance Handyperson

<b>JOB REQUIREMENTS</b>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• City &amp; Guilds / NVQ level 2 property maintenance, or similar</li> <li>• City &amp; Guilds / NVQ level 2 plumbing and heating, or similar</li> <li>• Maths and English GCSE's or equivalent</li> </ul>	Desirable Desirable Desirable
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to assess and diagnose repair requirements</li> <li>• Able to manage and prioritise workload and meet deadlines</li> <li>• Good communication skills – written and oral</li> <li>• Good organisational skills</li> <li>• Numerate</li> <li>• Literate</li> </ul>	Essential Essential Essential Essential Essential Essential
<b>Experience and knowledge</b>	
<ul style="list-style-type: none"> <li>• General experience of repairs eg basic plumbing, minor electrical, basic joinery, painting and decorating</li> <li>• Health and safety awareness</li> <li>• Basic administration associated with record keeping</li> <li>• Knowledge of current health and safety regulations</li> <li>• Understanding of central heating systems, hot and cold water systems, laundry equipment</li> <li>• Experience of working with older people and an understanding of their needs</li> <li>• Experience of working in a residential environment, or similar</li> </ul>	Essential Essential Essential Desirable Desirable Desirable Desirable
<b>Personal qualities</b>	
<ul style="list-style-type: none"> <li>• Tidy worker always mindful of residents' safety</li> <li>• Self-motivated and able to work on own initiative</li> <li>• Flexible approach to work</li> <li>• Patient and calm</li> <li>• Willingness to receive training</li> <li>• Genuine liking for older people and understanding of the need to treat them with respect</li> </ul>	Essential Essential Essential Essential Essential Essential
<b>Job circumstances</b>	
<ul style="list-style-type: none"> <li>• Flexible and responsive - able to work additional hours on occasion and respond to emergency call outs</li> <li>• Team player</li> <li>• Own hand tools – tool allowance payable</li> <li>• Own transport available for work – mileage allowance payable</li> <li>• Satisfactory full DBS disclosure</li> </ul>	Essential Essential Essential Essential Essential

# LIVERSAGE COURT

## JOB INFORMATION MAINTENANCE HANDYPERSON

<b>Annual salary:</b>	£25,837.50 pro rata (£18,947.50)
<b>Reporting to:</b>	Deputy or Care Home Manager
<b>Weekly hours:</b>	27.5
<b>Standard working pattern:</b>	9am to 3pm Monday to Friday, including an unpaid break of 30 minutes.
<b>Additional hours:</b>	The Maintenance Handyman is expected to work flexibly and, may occasionally be required to respond to an out-of-hours emergency.
<b>Overtime payment:</b>	Overtime is paid at the normal hourly rate.
<b>Holiday:</b>	32 working days, inclusive of 8 public holidays
<b>Holiday service bonus:</b>	One working day after 2 years, four working days after 5 years, and seven working days after 10 years.
<b>Notice period required</b>	Four weeks, following completion of probationary period
<b>Probationary period:</b>	Standard twelve-month probationary period
<b>Occupational sick pay scheme:</b>	After two years' service, 6 weeks on full pay and 6 weeks on half pay
<b>Attendance bonus:</b>	£125 awarded pro rata, each quarter on having no more than one shift absence due to sickness in that quarter
<b>Optional pension arrangements:</b>	The Trust is statutorily required to auto enrol eligible employees and uses the NEST workplace pension scheme, but you may opt out of this. The Government sets the minimum rate of contribution from both employer and employee.
<b>Location:</b>	Based at Liversage Court Residential Home, Liversage Place, Derby DE1 2TL.
<b>Transport:</b>	Own transport essential and clean driving licence. Car mileage payable at 45p a mile and motorcycle allowance at 24p a mile.
<b>Disclosure and Barring Service:</b>	Enhanced DBS check required

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## JOB APPLICATION GUIDANCE AND PROCESS

### 1. Important guidance to read before you start filling in your application

- Use black ink or type.
- Please do not use staples to attach additional sheets.
- We have designed the form to get information in a consistent layout for everyone applying for the job. We will only consider a CV application if it is submitted as part of a fully completed application form.
- Fill in every section of the form as fully as you can. If you think some parts do not apply, write N/A (not applicable) in the spaces provided.
- Make sure the information you provide is clear, precise, easily understood and appropriate to the job you are applying for. The information you give is what we will use when matching your experience, qualifications, skills and knowledge to the job. We cannot make assumptions about these.
- Read the job description and person specification carefully. Do you have the experience, skills and qualifications that are needed for the job? If so, plan how you will demonstrate this on your form. Make sure you list your qualifications.
- Use the blank section 6 to describe fully the relevant experience, skills and knowledge you bring to the job. Explain how you meet the requirements listed in the person specification. Where possible, give examples of how you match each requirement. Use extra sheets of paper if you need to.
- Don't just repeat your job history or refer us to your current job description – explain what you have learned and the skills you have developed. Relate everything back to the person specification.
- Remember that the experience you have gained outside paid work is also important. Think about work done in the home or voluntary work when you consider how you meet the requirements of the job.
- Before you send your application in, go over it again. We may get a lot of applications for the job and a number of candidates may have similar qualifications and experience. Consider how to make your application stand out and make sure you do yourself justice by accurately describing why you are suitable for this particular job.
- Return your application to us before the closing date / time.

## **2. Who sees your application**

For recruitment purposes, only those employees and Trustees involved with the recruitment process will see it. We use the equal opportunities information in Section 11 to make sure our policies are effective.

## **3. How we decide who to interview**

We only interview someone if their application shows that they meet the essential requirements of the job. The short-listing panel uses the information on your application to assess how far your skills, experience and knowledge match those needed for the job.

## **4. References**

Tell us the names of two people who are not related to you and who will give you a reference that is relevant to your application. The first reference must be from your present or most recent employer. Or, if this is your first job since leaving school or college, your head teacher or lecturer.

Check with your referees that they are happy to support your application before you submit the form.

## **5. Criminal Record checks**

All jobs at Liversage Trust and Liversage Court, are liable to involve working in a regulated activity and appointment is subject to your having a satisfactory Enhanced Disclosure and Barring service check.

## **6. How we decide who is suitable for the job**

Usually, at least two or three people and sometimes more will interview you. The questions they ask will be designed to test how you meet the requirements of the job given in the job description and the person specification.

## **7. Feedback on your application**

You can ask for feedback about your application. If you have not been short-listed, you should contact the General Manager and ask for feedback. If you have been interviewed and have not been successful in your application, you should ask for feedback within four weeks of the interview. We usually give feedback by telephone.

## **8. Complaints**

If you want to complain about any part of the recruitment process following your feedback, you should write to the Chair of the Trustees at the Trust's Office within two weeks of receiving your feedback.



## LIVERSAGE TRUST – A BRIEF PROFILE

The Liversage Trust is an Almshouse Charity set up under the Will of Robert Liversage in 1529 for the relief of poverty and operates exclusively within the city of Derby. It is a member of the National Association of Almshouses.

The Trust has maintained almshouses since the 17<sup>th</sup> century and currently has 160 homes for older independent people across four estates in Derby in addition to the Liversage Court Residential Home. The Trust's office has recently relocated to Alice Street, Derby DE1 2BY.



## LIVERSAGE COURT



Liversage Court is a purpose-built care home that opened in 1989 and has built up an excellent reputation, with most of our new residents coming as a result of recommendations from existing residents, their families or health care professionals. The services provided at Liversage Court are designed to make sure that residents' personal, health, social care, and religious and cultural needs are met.

The home comprises a 2-storey building and gardens, located in a quiet cul-de-sac close to the city centre. It has double-glazing and central heating throughout and a passenger lift enabling easy access to the second floor.

It contains 40 single rooms, a spacious dining room, 3 very comfortable lounges, a large sun lounge, a hairdressing salon, 5 bathrooms equipped with Windsor and Parker baths and walk-in showers, kitchenettes on each wing for residents and visitors, a laundry room and a well-equipped kitchen. The home is surrounded by secure, attractively landscaped gardens.

### Bedrooms

To ensure a real 'home from home' atmosphere, all bedrooms are fitted with quality carpets and curtains ready for residents to move in their own furniture and personal belongings. However, for those residents who prefer, Liversage Court is happy to provide bedroom furniture at no cost.

Each room has an en-suite toilet and washbasin, a telephone socket and a television aerial point for residents who wish to install their own television and telephone. Each room is also fitted with a smoke detector and is connected to a call system to our staff.

All rooms can be locked from the inside to ensure privacy and residents may request a key, allowing them to lock their door when they are not at home.

## **Dining**

The spacious dining room is situated on the ground floor and seats 40 people with ease. Liversage Court prides itself on the quality of its food and offers a varied, appealing, wholesome and nutritious diet, comprising a cooked breakfast; a 2-course cooked lunch, 2-course tea (hot or cold), and light supper snack.

The aim is to make the dining experience at Liversage Court a happy, unhurried, enjoyable, social event.

## **Lounges**

There are three very comfortable lounges; two on the ground floor and one on the first floor. These are available for residents use at all times. We also have a large Sun Lounge, to provide Day Care services and for general socializing and daytime activities.

## **Kitchenettes**

There are five kitchenettes, one on each wing of the building, where residents and their relatives and friends can prepare drinks and light snacks if they wish to do so.

## **Visitors**

There are no set visiting times; relatives and friends are made welcome at any reasonable time.

## **Leisure activities and other amenities**

Liversage Court has a variety of activities and events to which staff, residents and relatives are invited to attend. There are Christmas and summer fetes, themed seasonal activity days, entertainment with singers and musicians, bingo and arts & crafts.

The Court also offers free chiropody once every eight weeks and hairdressing once every three weeks.

## **Staff**

Although the physical comforts of Liversage Court are an important consideration, the Trust believes that the calibre and training of the staff is of equal importance.

Working alongside the Care Home Manager are a Deputy Care Home Manager, an administrator, 4 shift supervisors, 3 senior day care assistants, 10 day care assistants, 2 activity leaders, 2 senior night care assistants, 4 night care assistants, 6 domestics, 2 cooks, 2 kitchen assistants, a handyperson and a varying number of relief care workers.

All staff are carefully selected and trained to provide residents with a friendly, caring, efficient service.

**Visit our website at: <http://www.liversagecourt.org>**