



Wickersley Community Centre,
286 Bawtry Road, Wickersley,
Rotherham. S66 1JJ
Clerk: Carol J Lavell
01709 703270
clerk@wickersleypc.org.uk
www.wickersleypc.org.uk

Job Description for Handyperson for Wickersley Parish Council

Reporting to: Parish Clerk to the Council

Location: Wickersley Parish (including the Bob Mason Pavilion, Sorby Way and Wickersley Community Centre & Library, Bawtry Road)

Hours: Hours to be determined may include weekend working

Pay: £9.62/hr SCP scale 2

Summary: The main duties, which are outdoors, will include general cleaning and litter picking around Wickersley, minor repairs and maintenance work, and daily cleaning of the public toilets at the Tanyard and weekly cleaning of the Bob Mason Pavilion at Sorby Way.

MAIN DUTIES

1. Keep the following areas clean and tidy on a regular basis:
(i.e. clearing litter, rubbish, leaves and sweeping, etc.)
 - Tanyard Toilet Block – Opening and cleaning - daily
 - Tanyard Shopping Centre – Front and rear including gritting of pedestrian area with rock salt to front of shops when required.
 - Subway and ramps
 - Village Centre - Bawtry Road (including emptying all litter bins)
 - The area from Rose Court to pedestrian footbridge at Ash Grove
 - The area from Wickersley School to 7 Seas Fisheries
 - Wickersley Park - Particular attention should be paid to checking and clearing litter from the playground and emptying dog bins and litterbins (including those on public footpath Health Centre to Old Village Hall)
 - To empty all dog bins and litterbins on Sorby Way Recreation Ground or more frequently as required and time allows.
 - Footpaths: St Albans Way to Church Lane, Church Lane to Churchfield Drive, Greenwood Crescent to Pear Tree Avenue, Sycamore Avenue to Cherry Tree Crescent, Bawtry Road to St Albans Way, Lings Lane to Bawtry Road, Gill Close to Goose Lane
 - Bob Mason Pavilion
 - Remove graffiti where necessary
 - Cleaning signs where necessary

2. Repairs and Maintenance

- To undertake repairs and maintenance as and where required across the Parish.
- Minor repairs of playground equipment, fencing, benches etc.
- Ensure the safety and maintenance of materials, machinery, tools and safety equipment owned by the Parish Council.
- Collection of materials or equipment from local suppliers when required, for which expenses are paid.

3. Football Provision - Pavilion Cleaning

- To support the football team{s} in ensuring the Pavilion is kept clean and maintained, including floor areas and toilets.
- Check fixtures and fittings to ensure fit for purpose.
- To keep the external area of the Pavilion in a clean and tidy state.
- Flush out the water system at the pavilion on a weekly basis, and descale shower heads quarterly.

4. Snow Warden duties, when required

- The Handyperson would need to be able to reach the Parish in adverse weather conditions in order to assist in snow warden duties

5. Health and Safety

- To undertake health and safety visual checks as part of everyday work, recording and instigating remedial action where necessary eg. benches, noticeboards, toilets, litterbins etc.
- Check the defibrillators and record the check.
- To remove glass and other dangerous debris from the parks in accordance with the risk assessment.
- To remove any sharps in line with WPC procedure and arrange for final disposal by RMBC in accordance with their procedure.
- Carry out a visual check on the playground equipment and park in general on a weekly basis and record the inspection as part of the risk assessment process.

6 Liaise with Clerk on routine maintenance

- All outside equipment to be checked on a regular basis and report any concerns immediately to the Clerk.
- Respond to tree related queries in Wickersley Woods/The Gorse as directed.
- Putting up Council notices on all Parish notice boards.
- Maintain noticeboards.
- Help deliver newsletter on a quarterly basis.
- To be available at short notice to carry out emergency repairs or make safe damaged property when required.

As a term of your employment you can be required to undertake such other duties commensurate with your grade and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Council's establishments at the request of the Clerk or Deputy.

It is expected you will be courteous and friendly to members of the public as the 'face' of the Parish Council, and take a flexible approach in order to meet the Council's requirements.