

Example of duties for handyman\*

	West Street site	Goodwyns Road site
Essential jobs (weekly)	Checking fire alarms Keeping fire exits clear	
Essential job (monthly)	Emergency lights Water tests /descaling taps & Shower heads	
Essential jobs (termly)	H&S walk round with Bursar and/or assistant bursar	
Essential jobs (holidays)	Jet washing Wood preserving Painting	
Routine jobs when needed	Sweeping and clearing leaves/sand Minor repairs-locks, hinges, taps, hooks, shelves, touch up paint work Maintenance of outdoor/indoor equipment: fences, sheds, decking, benches, children's chairs Drain clearing	Mowing lawn Sweeping and clearing brambles Minor repairs-locks, hinges, taps, hooks, shelves, touch up paint work Maintenance of outdoor/indoor equipment: fences, sheds, decking, benches, sand pit.
Occasional hours needed	Re decorating Basic plumbing Garden clearing Repairs needing more time Dump runs	

\*this is an example of duties and is not an exhaustive list