

**Employer: Newcastle City Council**

**Vacancy: Handy Person Assistant**

**Hours: Various**

**Salary: £11.44 per hour – Meets Min National Wage**

**Working pattern: Monday - Friday**

**Number of vacancies: 1**

**Overview:**

Newcastle City Council are looking to recruit a Handy Person Assistant to provide general maintenance support to Newcastle City Council Support and Progression Customers. We are based in South Gosforth.

**Key Responsibilities:**

- To undertake a range of general maintenance, gardening, and domestic tasks to support and enhance the skills of Support and Progression customers. (Does not include electric and gas repairs)
- Will work flexibly across the city
- Ensure customers are safe by adhering to safeguarding procedures, relevant legislation and policies including health and safety Maintain appropriate professional boundaries
- Assist the Staying Close Manager and Staying Close team members with practical domestic projects to support customers
- Able to case note record effectively and accurately
- To be committed in delivering a customer focused service which prides itself in continuous improvement

**Essential skills, experience and qualifications**

What do we expect to see from you?



Funded by  
UK Government

**NE** North East  
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**Newcastle**  
City Council



North Tyneside  
Council

This is a starting role, so we don't need experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- Strong interpersonal and communication skills
- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a small team
- Ability to demonstrate customer care and to be polite and courteous
- Able to follow instructions and health and safety guidelines
- Good communication skills