



Handy Person

The British Geological Survey (BGS) is one of the world's leading and forward thinking geological science institutes with a focus on both public good science for government and geoscientific research to understand earth and environmental processes. A vacancy has arisen for a Handy Person at our Headquarters at Keyworth in Nottingham.

Duties include:

1. Minor Buildings maintenance, to include but not limited to, clearing blockages, shelving, hanging pictures, changing / fitting locks, laying carpet tiles, general decorating, and minor logistics
2. Maintenance of grounds including sweeping paths, clearing snow in an emergency, jet washing steps and emptying bins
3. Assisting tradesmen as required – unblocking drains, changing filters, pulling electrical cables etc
4. Driving the forklift truck to assist where required
5. Providing holiday cover for Central Stores
6. Any other duties appropriate to the role and as directed by the Hard Services Manager

The post requires someone who has both a good level of DIY knowledge and the ability to apply that knowledge. They will need to be flexible and have the ability to reprioritise as the needs of the business change. The successful applicant will need the ability to work autonomously with a good understanding of the H&S requirements of the role. The successful applicant would need to have a fork lift truck licence and have undertaken a weed spraying course.

Starting salary will be between £18,190 per annum to £19,350 per annum depending on qualifications and experience. Working hours will be 37 per week excluding lunch breaks. A generous benefits package is also offered, including a company pension scheme, childcare allowance, free parking, 30 days annual leave plus 10.5 days public and privilege holidays.

Applications are handled by the UK Shared Business Services, to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc244042_7877.aspx and submit your up-to-date C.V. and covering letter, which clearly outlines why you are applying for this post and how you meet the criteria described in this advertisement. Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply online should contact us by telephone on 01793 867000, Please quote reference number IRC244042.

Closing date for receipt of application forms is 11th February 2018.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an *Investors in People* organization and has achieved Bronze status for



Athena Swan – a scheme that recognizes excellence in women's employment in science, technology, engineering, maths and medicine (STEMM) in UK higher education. There is a guaranteed Interview Scheme for suitable candidates with disabilities.

