



JOB DESCRIPTION Maintenance Assistant

Reports to Maintenance Engineer

Job summary

As a Maintenance Assistant, your primary responsibility is to support the maintenance team in ensuring the efficient operation and upkeep of all Trust buildings and grounds and ensure routine maintenance and repairs are carried out to Trust properties, grounds and equipment.

You will work under supervision of the maintenance engineers and collaborate with other team members to maintain a safe and effective environment. Your role involves performing a wide range of general maintenance tasks and assisting with repairs, inspections, and preventive maintenance activities.

Key Responsibilities

- Assist with the overall maintenance of buildings and grounds at Naomi House & Jack's Place, including retail properties and nurse accommodation.
- Attend other Trust properties to provide site services as required and arranging necessary routine checks and tests.
- Participate in the development and implementation of planned preventative and reactive maintenance in an effective, competent and efficient manner.
- Assist with the maintenance, servicing and repair of all Trust equipment and vehicles, including the completion of mileage logbooks.
- Collaborate with maintenance team members and other departments to coordinate maintenance activities and prioritise tasks.
- Assist in the monitoring of services, equipment, mechanical and electrical systems and maintaining records in accordance with the Trust's Preventative Maintenance Plan
- Prepare, schedule and plan own work.
- Assess potential risks involved in daily work activities within the Facilities Support Function, managing these risks and supporting other staff (including volunteers) to manage these risks.
- Respond effectively and efficiently to emergency situations (including fire alarms and emergency calls).
- Liaise with sub-contractors regarding maintenance, service contracts and specification and ensure that, when contractors are on site, there is effective co-ordination and supervision of their activities.
- Adhere to safety guidelines and ensure compliance with applicable regulations.
- Compile and maintain necessary works instructions and procedures to meet statutory obligations.
- Make best use of available technologies including a BMS system to ensure the most efficient approach to managing the building.

- Assist in
 - Plan and schedule planned and unplanned work
 - Diagnose breakdown problems
 - Liaise with Care and Support Functions
 - Arrange procurement of specialist fixtures, fittings or components
 - Control maintenance tools, stores and equipment ensuring that they are stored in a clean and safe manner.
 - Monitor and control maintenance costs
- Identifying any training needs (particularly in relation to Health and Safety) and undertaking any necessary training as required.
- To be part of the on-call rota team, one week in three.
- Ad hoc duties as directed by your line manager.

Our Values reflect and demonstrate how we **ASPIRE** to deliver our promise to the children, young adults, and families we support, to all our colleagues, our volunteers, supporters, and donors.

We **ASPIRE** to be:

Agile

By taking the initiative, being innovative, showing flexibility and always listening and learning

Supportive

By being committed to helping others and by acknowledging and rewarding contribution

Proud

By recognising and celebrating our colleagues, the work we do and the difference we all make

Inclusive

By creating an environment where everyone feels valued, empowered, respected, and heard, where everyone feels they belong

Responsive

By being committed to taking responsibility, taking action, and getting results

Encouraging

By inspiring everyone to do their best, to get involved and to strive to improve

The job description does not attempt to describe all the tasks and responsibilities of the post, but rather illustrates with examples the main role of the post-holder. It is therefore subject to alteration and development and will be reviewed jointly with the post-holder and Director of Finance.

Where the post holder has a responsibility to safeguard children, young people and adults at risk, they will be trained to the appropriate level as determined by the post.

Person Specification

Essential Desirable

Education / Qualifications

Good standard of numeracy and literacy

E

Maintenance related qualification or apprenticeship

D

Full driving license.

E

Knowledge / Experience

Understanding of mechanical and electrical equipment

D

Worked in building trade or handyman work

D

Awareness of Health and Safety issues and procedures

D

Basic knowledge of hydrotherapy pool operation

D

Personal Qualities and Attributes

Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:

“Hands on” approach

E

Ability to work independently and as part of a team

E

Good communication and interpersonal skills

E

Proven experience in a similar role or willingness to learn and develop maintenance skills

E

Motivated

E

Circumstances

Considerable flexibility in working hours is required including the ability to regularly work unsociable hours, including on-call.

E