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| **Job Title:** | **Maintenance Assistant** |
| **Reports To:** | **Maintenance Coordinator / General Manager** |

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| **Job Summary:** | You will be responsible for ensuring the building and grounds are well maintained, undertaking a variety of routine maintenance tasks, checks to services applying basic fixes to equipment and systems and ensure facilities are fully functional.  |

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| **Role Responsibilities:** |
| * Carry out all general maintenance tasks and basic repairs including all electrical, plumbing joinery and building tasks both inside and outside the Home as generally noted in the Avery Maintenance Manual
* Support new residents who are moving in to hang pictures, move their furniture and support to arrange their room as they wish.
* Provide a courier service, if necessary, for mail and supplies, as well as delivery of specimens and collection of prescriptions on behalf of residents.
* To undertake the driving of the minibus when required and to undertake the basic maintenance checks to the minibus.
* Responsible for specific Health and Safety duties with regard to safeguard systems including:
* Weekly, monthly six monthly and annual checks on both equipment and water temperature and that accurate records of these checks are maintained.
* Ensure routine re-decoration is undertaken as required to maintain the standards in the home
* Maintain accurate and comprehensive maintenance requests and work carried out records.
* Provide out of hours emergency service, participating in the on-call rota.
* Practice safe systems of work across the range of tasks and in particularly moving and handling of loads, by assessing risk and having due regard for personal safety and the safety of residents, visitors and staff.
* Understand personal responsibilities in relation to the Health & Safety at Work legislation, and demonstrates a working knowledge of COSHH assessments applicable in own work area.
* Ensure that you always respect the dignity and individuality of each resident.
* Contribute fully to team working, responding positively to colleagues and actioning all reasonable work instructions promptly.
* Advise on the supply and quality of items used to carry out tasks, ensuring the timely and appropriate ordering of replacement goods.
* Take reasonable care of items of equipment used to carry out tasks, including general cleanliness and advising on any faults and the need for maintenance or replacement.
* Ensure supplies and equipment are stored in a safe and tidy manner.
* Attend staff meetings and staff training sessions as required.
* Adhere to Home Policies and Procedures.
* Supervise and direct contractors undertaking service and improvement works at the care home.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Minimum of one years’ experience in a general maintenance or handy person role or hold a professional qualification in a trade eg electrician/decorator  | E | CV/Application form, Interview |
| Hold a full driving licence  | E | Interview/licence check  |
| Demonstrate understanding and knowledge of a wide range of traditional building trades | E | CV/Application form, Interview |
| **Knowledge/Skills & Abilities** |  |  |
| Have a positive attitude towards residents  | E | Interview |
| Knowledge of Health and Safety, particularly Moving and Handling techniques, Fire Safety and COSHH assessments. | E | Interview |
| Able to be adaptive and flexible to cover a range of responsibilities at short notice | E | Interview |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |