



Job Description & Person Specification

for

MAINTENANCE WORKER

Accountable To:

Environment and Maintenance Manager

Line Manager:

Environment and Maintenance Manager

Hours of Work:

40 Hours per Week

Salary:

£22,675 per annum

ORGANISATIONAL PRIMARY TASK

“We work with children who have been seriously disturbed by early environmental failure to such an extent that their corresponding behaviour is unmanageable in ordinary homes and schools. The task is to provide a highly supervised and planned environment that integrates residential care and education and is underpinned by a rigorous therapeutic model and understanding. The aim is to help children understand the impact of their pasts and corresponding behaviours and feelings. Enabling them to manage healthy relationships, through which they can achieve the trust and self-esteem essential for their eventual reintegration into the community.”

GENERAL

To assist in providing a safe, containing and well maintained environment for the organisation and children in the role Maintenance Worker, responding to a variety of requests within budget for repairs and general maintenance of our homes, school and office buildings, fixings, fittings and equipment and also leading and being part of creative projects

MAIN DUTIES

- General maintenance tasks to include gardening, household electrical work, plumbing, joinery and minor building tasks both inside and outside of the buildings.
- Grounds Maintenance – mowing, pruning etc.
- Responsible for general Health and Safety duties, with regard to safeguarding systems – water temperatures / fire alarms, fire exits, fire extinguishers, emergency lighting etc
- Maintenance of fixtures and fittings.
- Painting and decorating as required and general upkeep of residential homes and school sites.
- Leading and / or assisting in creative projects
- Occasional maintenance of gardens and outside areas, including lawns, trees, flowerbeds, hedges, weeding, fencing, litter etc
- Detecting any defects and malfunctions, immediately repairing, and refurbishing the same.
- To maintain accurate comprehensive records of fulfilled duties and tasks.

- To clean and tidy the area you have been working after you have finished.
- Must understand personal responsibilities in relation to Health and Safety at Work legislation, and demonstrate knowledge of relevant COSHH Assessments
- All works tools must be kept on your person (work belt) or by your side in a lockable tool box. No tools are to be left unsupervised.
- Contribute to the team working environment positively and also respond appropriately to the children and visitors
- Able to respond to emergency maintenance requests as required, during and out of working hours
- Obtain estimates for supplies, repair parts; orders parts as needed
- To be able to work within the financial budgets set.
- Efficiently managing time and meeting all specified deadlines
- Always work professionally, consider use of language and discussion with other maintenance individuals and staff whilst in the homes or school. Be aware of your surroundings.
- To work with the other staff in the organisation to provide essential and appropriate boundaries for the children.
- Be prepared to receive and undertake further training as required.
- To carry out any other reasonable duties within the overall function of the job
- To be committed to the safeguarding of children
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.

The details contained in this Job Description is not an exhaustive list of duties and you will be expected to perform different duties commensurate with the level of the post as required by Amicus and the overall objectives of the organisation. The nature of the work and organisation means that tasks and responsibilities are sometimes unpredictable therefore employees are expected to work flexibly when the occasion arises. Travel is expected as part of this role including travel to other sites and head office within the Amicus Community.

PERSON SPECIFICATION

Specification	Essential	Desirable
Experience	<p>At least 2 years' experience of previous maintenance work</p> <p>Ability to work with minimum supervision.</p> <p>Experience of carrying out maintenance and repair work to a professional standard</p> <p style="text-align: center;">Experience in basic plumbing</p> <p style="text-align: center;">Experience in basic carpentry</p> <p style="text-align: center;">Experience in painting and decorating</p>	<p>Experience of working in an organisation looking after or educating children.</p> <p>Experience of working with or alongside challenging behaviour.</p>
Qualifications	<p>The ability to demonstrate literacy and numeracy</p>	<p>First Aid qualification / Certificate</p> <p>A qualification relevant to maintenance work (such as; building, joinery, health and safety, etc)</p> <p>Education to GCSE standard or equivalent</p>
Knowledge	<p>Able to demonstrate an understanding of equal opportunities and anti - discriminatory practice.</p> <p>Familiar with all aspects of confidentially</p> <p style="text-align: center;">Hygiene and cleanliness</p> <p>Understanding of the potential risks to health, safety and welfare encountered in maintenance work</p> <p style="text-align: center;">Safe working practices</p> <p>Understanding of COSHH and risk assessment, and how they apply in a care and education environment.</p>	<p>Able to demonstrate knowledge of child protection and safeguarding.</p> <p>Able to demonstrate some knowledge of childcare legislation</p>
Skills	<p>Able to work individually and on own</p>	<p>Basic word processing skills</p>

	<p>initiative.</p> <p>Able to work effectively and calmly within stressful situations.</p> <p>Ability to work in an organised and methodical manner.</p> <p>Able to interact appropriately and effectively with children and build and maintain positive relationships.</p> <p>Able to communicate effectively with children and build and maintain positive relationships.</p> <p>Able to communicate effectively with colleagues and other professionals.</p> <p>Good time keeping and able to work within time constraints</p>	
Personal Characteristics	<p>To be able to demonstrate the ability to 'cope' with challenging situations and to act appropriately under pressure.</p> <p>Calm, confident resilient persona</p> <p>Caring and sensitive approach towards people</p> <p>Enthusiastic, reliable and approachable.</p>	<p>Willing to develop knowledge in the Amicus ethos and therapeutic approach & work</p>
Additional Requirements	<p>Able to be flexible with hours. To be physically able to undertake all aspects of the role</p> <p>To hold a driving license as the post involves travel between different locations within the area.</p> <p>Able to undertake out of hours 'emergency' on call work if required</p> <p>To be willing to undergo a DBS disclosure</p>	<p>To be able to work overtime if required.</p>

The Amicus Community provides regular support and supervision as well as work related training and development opportunities.