

## **Job Description**

**Job Title:** Maintenance Assistant

**Grade:** S2

**Hours of Duty:** Hours negotiable

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## **Organisational Arrangements**

**Accountable to:** Deputy Facilities Manager

**Other Accountabilities:** Director of Quality & Governance

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## **Role Summary**

To provide an effective and efficient multi-skilled repair and maintenance service to a high quality within the Hospice and retail shops.

## **Key Responsibilities**

- Carrying out and completing tasks assigned by the Deputy Facilities Manager to resolve maintenance issues effectively and timely.
- Perform routine and scheduled maintenance of buildings (Hospice and shops), including painting, decorating, general plumbing, joinery and grounds.
- Liaise with external contractors regarding the maintenance and servicing of equipment.
- Perform routine checks and scheduled maintenance of buildings.
- Advise on possible inefficiencies
- Ability to communicate effectively with staff, volunteers, patients and visitors.
- Perform checks as and when required to ensure all equipment is working safely.
- Participate in surveys and audits when requested.
- To carry out any other duties as instructed by line manager.

- Assist with the removal of furniture and or setting up of equipment as and when required.
- Provide day to day support to ensure that all Hospice premises are maintained and provide safe and compliant work environments.
- Assist with annual fire drills at the Hospice
- Changing oxygen cylinders when required
- To be aware of own and Hospice's obligation under Health & Safety legislation
- Report incidents and risks via electronic system.

## **Education & Training**

The post holder will:

1. Participate in the appraisal system
2. Take responsibility for pursuing his/her own development and an agreed personal development plan.
3. Attend all mandatory training/update sessions.

## **GENERAL**

1. **Confidentiality**– It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Hospice policies are met in respect of information held on the Hospice computer system.
2. **Equal Opportunities** – The Hospice is committed to equality of opportunity. All staff are required to comply with current legislation and Hospice policies.
3. **Health and Safety**– Staff must ensure they are familiar with the requirements of the Health and Safety at Work Act (1974) and the Hospice Health and Safety policies and regulations applicable to their post.
4. **Safeguarding**– Dr Kershaw's Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospices safeguarding policy. Regular safeguarding training updates will be held and are mandatory for all staff.

The above indicates the main duties that may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.



### **PERSON SPECIFICATION**

**JOB TITLE:** Maintenance Assistant

	<b>ESSENTIAL</b>  The qualities without which a post holder would not be appointed.	<b>DESIRABLE</b>  Additional qualities which can be used to choose between candidates who meet all the criteria.	<b>METHOD OF ASSESSMENT</b>  Application form/ Interview/ Certificate / Other.
<b>QUALIFICATIONS</b>	Good standard of education	Trade specific qualification  Portable Appliance Testing certificate (training will be provided if not certified)	Application Form  Certificates
<b>EXPERIENCE SKILLS/KNOWLEDGE</b>	Proven 3 years' experience of Maintenance  Basic IT skills including use of databases  Good communication skills		Application Form  Interview
<b>Aptitudes</b>	Adaptable and able to work under pressure in a fast paced environment.  Takes direction well and works within agreed procedures and guidelines  Self-motivated and focused  Excellent organisation and time management skills.		

	<p>Pleasant attitude and professional approach.</p> <p>Able to maintain confidence.</p> <p>Ability to travel as required</p>		
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