

Job Description

Job Title: Maintenance Assistant

Hours: 20 hours per week

Reporting to: Maintenance Operative

Base: Care Home based

Job Purpose

To be part of an inspirational and pioneering team establishing our care home business and delivering our vision to *“create a world where everyone feels special”*.

Responsible for: -	Person Specification
• Carry out planned and reactive maintenance throughout the care home. • Undertake basic repairs to fixtures, fittings, furniture, doors, walls, flooring and other areas of the building within their level of competence. • Undertake basic plumbing, decorating, carpentry and minor electrical repairs where trained, authorised and competent to do so. • Complete routine checks of the building, equipment, grounds and communal areas and report any defects or issues. • Carry out regular inspections of plant rooms, building services, external areas, equipment and site infrastructure, reporting defects and concerns promptly. • Support contractors and specialist engineers when attending site. • Maintain appropriate records of maintenance tasks, inspections, defects and completed works. • Use the company's maintenance and compliance software to record inspections, statutory checks, defects, planned maintenance activities and completed works. • Assist with fire safety, emergency lighting, water systems, plant and other compliance-related checks as directed and within training and competence.	Skills and Knowledge • Previous experience in general maintenance, caretaking, facilities or a similar practical role. • Practical knowledge of basic building maintenance • Experience using computer-based maintenance systems or a willingness to learn. • A good understanding of health and safety, compliance requirements and safe systems of work. • Good verbal and written communication skills. • A structured and organised approach to work. • The ability to prioritise tasks and respond appropriately to urgent requests.

• Assist with preventative and planned maintenance programmes, ensuring maintenance schedules and statutory compliance checks are completed within required timescales. • Support compliance monitoring and auditing activities by maintaining accurate records and ensuring documentation is completed in line with company procedures. • Carry out regular health and safety checks and contribute to maintaining a safe environment for residents, visitors, colleagues and contractors. • Use tools, machinery and equipment safely and only where trained and authorised. • Maintain a clean, organised and safe maintenance/workshop area. • Respond appropriately to urgent maintenance issues and support the wider needs of the home. • Work in a considerate and professional manner within occupied areas of the home, minimising disruption and promoting a positive experience for residents. • Communicate with the residents, their families, team members and visitor to the home professionally and be courteous at all times. Health and Safety 1. The post-holder will maintain their personal responsibilities under Health and Safety at Work Regulations, and compliance with the company Health and Safety Policy, ensuring safe working practices and the recommended storage of equipment, including but not exclusive to: Control of Substances Hazardous to Health, Electricity at Work Lift & Lifting Equipment Manual/Object Handling Gas Installation & Use Provision and Use of Work Equipment Fire Precautions Personal Protective Equipment Legionella/Water Treatment Waste Management Reporting of Injuries, Diseases & Dangerous Occurrences Regulations. 2. Appraise and assess measures used to prevent infection control hazards, considering the individual nursing, social, physical, and psychological needs of the resident.	• The ability to work independently and as part of a wider team. • A reliable, punctual and conscientious approach. • A friendly and respectful manner when dealing with residents, visitors and colleagues. • A commitment to maintaining high standards of presentation, safety and resident wellbeing. • A willingness to complete mandatory and role-specific training. • Organisational skills with a structured approach • Ability to communicate effectively verbally and in writing. • Ability to handle multiple priorities. Behaviour • High standard of personal hygiene • Able to work on own initiative as well as in a team. • Able to manage time and tasks. • Reliable, trustworthy • Caring compassionate attitude • Able to make responsible choices and decisions, and act in the residents' best interests. • Desire to work in care.
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3. Follow and report all concerns and incidents in line with the company incident reporting and whistleblowing procedure, including safeguarding adult's procedures.	
This job description is not prescriptive; it merely outlines the primary aims and tasks and responsibilities which may evolve and change over time. Any changes will be made in consultation with the job holder and in agreement with the Senior Management Team.	