

## Our Values:

- Support and listen
- Use an open, honest culture
- Put you at the heart of our service
- Ensure you feel safe
- Respect your life choices
- Be kind and compassionate



|                |                                                                                                            |
|----------------|------------------------------------------------------------------------------------------------------------|
| Job Title:     | Maintenance Operative                                                                                      |
| Salary:        | depending on qualifications and experience                                                                 |
| Reporting to:  | Home Manager / Deputy Manager                                                                              |
| Hours of work: | Up to 37 hours per week, occasional weekends, bank holidays and evenings as required to meet service needs |

## Job Purpose

To maintain the building and its contents to a safe and satisfactory standard to include carrying out a variety of planned and reactive building maintenance tasks and undertake regular planned audits and oversee any outcomes and actions from this.

## Main Duties and Responsibilities

- Liaise regularly with the deputy or home manager to identify works to be carried out and when this can be undertaken
- Carry out routine inspections
- Carry out planned and preventative repair and maintenance of buildings
- Carry out Portable Appliance Testing (PAT) on admission and annually in the home
- Maintain and develop the outside area of the Home to a high standard, encouraging residents' participation where practical
- Take responsibility for compliance with the Health and Safety Policies and to take such steps as are reasonably practicable, including the use of PPE, for your own health and safety and that of your colleagues at work and those affected by your work
- Ensure equipment and chemicals that you use are stored safely and in line with COSHH regulations

## General

- Work effectively in your team, sharing knowledge and best practice
- Comply with company policies and procedures and ensure up to date knowledge
- Practice responsible safeguarding, raising awareness of risks and hazards
- Keep accurate records
- Maintain confidentiality
- Promote anti-discriminatory behaviour, being culturally sensitive about personal characteristics
- Coordinating and liaising with external contractors, reporting any issues to the manager.

The duties and responsibilities in this job description are not exhaustive but represent the type of work required. The postholder will be required to undertake other duties appropriate and consistent with the purpose of the job.

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| <b>Selection Criteria</b><br><b>A = Application Form, I = Interview, T = Test or Case Study, P = Personal Assessment</b> | <b>Essential (E) or Desirable (D) Criteria</b> | <b>Assessment Method (A, I, T, D)</b> |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------|
| <b>Attributes / Skills:</b>                                                                                              |                                                |                                       |
| 1. Effective communication                                                                                               | E                                              | A, I                                  |
| 2. Interest in working in residential care setting                                                                       | E                                              | A, I                                  |
| 3. Ability to build meaningful relationships whilst maintaining professional boundaries                                  | E                                              | I                                     |
| 4. Punctuality and reliability                                                                                           | E                                              | I                                     |
| 5. Conscientiousness, care, and compassion                                                                               | E                                              | I                                     |
| 6. Patient and empathetic approach                                                                                       | E                                              | I                                     |
| 7. Attention to detail                                                                                                   | E                                              | I                                     |
| 8. Willingness to participate in training sessions as required                                                           | E                                              | I                                     |
| 9. A reasonable level of fitness                                                                                         | E                                              | P                                     |
| 10. Commitment to Equality, diversity, and inclusion                                                                     | E                                              | I                                     |
| 11. Clear understanding of confidentiality                                                                               | D                                              | A, I                                  |
| 12. Able to deliver excellent customer service                                                                           | D                                              | A, I                                  |
| 13. Confident in using standard IT packages for recording data and researching information                               | E                                              | A, I                                  |
| <b>Experience:</b>                                                                                                       |                                                |                                       |
| 1. Experience in a social care environment                                                                               | D                                              | A, I                                  |
| 2. Previous building or general maintenance experience                                                                   | D                                              | A, I                                  |
| 3. Understanding of facilities management and building regulations                                                       | D                                              | A, I                                  |
| 4. Knowledge of health and safety standards                                                                              | D                                              | A, I                                  |
| 5. Understanding of safeguarding adults at risk                                                                          | D                                              | A, I                                  |
| 6. Previous building or general maintenance experience                                                                   | D                                              | A, I                                  |
| <b>Qualifications / Training:</b>                                                                                        |                                                |                                       |
| 1. Level 2 Diploma Property Maintenance Operations                                                                       | D                                              | A                                     |
| 2. First Aid                                                                                                             | D                                              | A                                     |
| 3. Dementia awareness                                                                                                    | D                                              | A, I                                  |
| 4. Health and Safety, e.g., moving and handling, COSHH                                                                   | D                                              | A, I                                  |
| 5. PAT testing Certificate                                                                                               | D                                              | A                                     |
| <b>Other:</b>                                                                                                            |                                                |                                       |
| Must hold a current clean driving licence and have access to a car during working hours                                  | E                                              | E                                     |

This Job Description and Person Specification are revised periodically and amended as necessary to ensure that the content reflects the needs of the service.

I acknowledge the receipt of the above job description:

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_