

Maintenance Assistant Job Description

Reporting to Facilities Manager, Service Manager or Deputy Manager

Department UK Services

Purpose of the job

To assist in maintaining the service premises (internally and externally), surrounding areas and gardens as required by the respective service.

Key responsibilities

- Undertake routine maintenance and repair work to the fabric, fitting and fixtures of the service (internally and externally) and surrounding areas.
- Carry out any minor repairs to service users' accommodation and personal possessions as requested.
- Manage time effectively, to maintain the provision of services to our service users, meeting the required standards of Health and Safety, prioritising workload accordingly.
- Carry out any scheduled fire alarm test(s) in conjunction with the line manager, maintaining records of these.
- Wash windows and vehicles as required.
- Move furniture and equipment as required.
- Carry out portering duties for customers as requested.
- Carry out the decoration of premises as requested by line manager.
- Drive service vehicles if required.
- Ensure external, internal and workshop areas are kept clean and tidy at all times.
- Assist with the disposal of waste as required.
- Cover aspects of the role of Maintenance Coordinator in their absence.

- Report to the line manager any equipment faults or need to re-order supplies or any work that needs to be done by outside contractors.
- Maintain close working relationships with the other service teams to maintain knowledge of customer support needs.
- Comply with all Health and Safety policies and procedures.
- Comply with LC and any local safeguarding and mental capacity act (MCA) policies and procedures.
- Work within the regulatory compliance requirements applicable at the respective service.
- Maintain an awareness of individual customer risk assessments relating to specific support needs, for example, dysphagia, mobility and safety.
- Participate in supervision, appropriate staff meetings and training activities (including updates) as required, sometimes off-site and outside normal hours.
- To be responsible for maintaining and improving own knowledge and skills through experience and training.
- Undertake additional responsibilities as requested by the Service Manager following the successful completion of specific training and personal skills development.
- Undertake any other reasonable duties as requested.

Person specification

Essential requirements

- To have relevant previous experience.
- To be willing to work flexibly in accordance with the needs of the service.
- To have a driving licence (if required at respective service).
- To have experience of working with disabled people.
- To have a genuine commitment to the values and ethos of Leonard Cheshire.

Key competencies and skills

- To have good basic literacy and numeracy skills.
- To understand the principles of workplace safety (including hazard compliance).
- To be able to demonstrate knowledge of COSHH implications of materials/ supplies.
- To be able to perform the physical tasks required by the job.
To have or be able to demonstrate an understanding of disability and communicating with service users.

Our values at Leonard Cheshire

Positive warm and empathetic, we always look to progress and improve.

Proud strong-willed and spirited, we are firm in our beliefs.

Pioneering confident and imaginative, we are creative change makers.

Leonard Cheshire welcomes applications from all sections of the community. We actively encourage applications from people with a disability, supporting where possible, your requirements for reasonable adjustments.

