**JOB DESCRIPTION**

**‘Happy to talk about Flexible Working’**

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| **Job Title:** | Apprentice Maintenance Assistant |
| **Department:** | Facilities |
| **Hospice Band:** | Apprentice, once qualified Band H |
| **Reports to:** | Facilities Manager |
| **Responsible for:** | N/A |
| **DBS Required** | Standard |

**Job Purpose**

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| As part of the maintenance team to provide reactive and planned maintenance for the Hospice building, supporting all areas of the Hospice including, clinical, fundraising and corporate services.  The role will involve ensuring that continual improvements to the facilities and services and working with stakeholders and contractors to ensure an efficient important level of service is always provided. |

**Main Duties and Responsibilities**

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| * To assist with the maintenance and upkeep of the Hospice premises and assets * Undertake minor building maintenance works, redecoration and engineering repairs, including minor new works, with the use of powered machinery and hand tools, including their maintenance * Assess work and material required, sourcing and advise of costs and requirements. * To assist and undertake planned preventative maintenance operations and testing procedures including fire alarm testing and water temperature checks * Carry out Portable Appliance Testing as required * Carry out proactive and reactive remedial works under the direction of your supervisor * Undertake grounds and garden maintenance including litter picking/sweeping, using powered machinery and hand tools, also keeping tools maintained * Carry out minor plumbing, internal and external drainage, and the removal of blockages in sanitary ware * Ensure Hospice vehicles are correctly maintained in compliance with statutory requirements and the needs of the Hospice, and that appropriate records are maintained * Undertake tasks that are part of the basic maintenance programme for the vehicles including safety checks, refuelling, valeting etc. (in conjunction with volunteer drivers) to ensure vehicles are roadworthy and comply with legislation * Carry out planned redecorations as directed by your supervisor * Assist with stock receipt, issue and control * Assist with the medical gas system management * General portering duties including furniture and equipment removal on and off the premises * Assist in managing and supporting the maintenance volunteers * To provide maintenance support to Hospice events as required, these may be held during evenings or weekends. * Work alongside and as appropriate provide information and direction to contractors in the absence of the Maintenance Supervisor.   Any other duties commensurate with the level and grade of the post |

**General Duties**

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| **Confidentiality**   * All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it. * All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals   **Equality and Diversity**   * The Hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The Hospice expects all staff to behave in a way that recognises and respects diversity in line with the appropriate standards.   **Health and Safety**   * All employees have a responsibility under the terms of the Health and Safety at Work Act1974 to protect and promote their own health and that of others in the workplace * All employees must comply with all Hospice Health and Safety Procedures Infection Control * The prevention and control of infection is the responsibility of everyone who is employed by the Hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.   **Information Governance**   * All employees are responsible for ensuring they undertake any training relating to information governance, read the Hospice’s policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.   **Professional Development**   * All employees must participate in an annual appraisal and develop a personal development plan with their Line Manager * All employees are responsible for maintaining their statutory and mandatory training.   **Safeguarding Children, Young People and Vulnerable Adults**   * The Hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to behave in such a way that supports this commitment Pandemic or major incident * In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the Hospice. Prior to undertaking any duties, the member of staff will have full training and induction. We won’t ask any member of staff to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk. |

**The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs**

**PERSON SPECIFICATION**

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| **Job Title:** | Apprentice Maintenance Assistant |
| **Department:** | Facilities |
| **Hospice Band:** | Apprentice, once qualified Band H |

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| **Requirements** | **Essential** | **Desirable** | **How identified** |
| **Education and Qualifications** | * Good standard of education * Full, clean UK Driving Licence * Industry recognised qualification e.g. NVQ Level 2 in Building Maintenance, or near completion * Recognised building maintenance qualification, City and Guilds or equivalent (plumbing, electrical mechanical etc | * NVQ Level 3 in Building Maintenance * PAT qualification | Application  Licence  Certificate  Certificate |
| **Knowledge and Experience** | * Considerable experience working within the building maintenance sector - including undertaking plumbing, building and electrical services works on own. * Experience of general grounds maintenance. * Experience and knowledge of general vehicle basic maintenance. * Safe use of tools and equipment. * Knowledge of Employees health and safety responsibilities. | * Experience in a health care/patient setting * Legionella Awareness * Asbestos Awareness | A, I  A, I  A, I  A, I, T  A, I |
| **Personal skills and attributes** | * Must be able to demonstrate a sound knowledge of building trade skills and / or grounds maintenance * General Health & Safety awareness * Good verbal communication skills. * Good customer service culture * Appreciation of team working and ability to work alone * Ability to prioritise and use initiative * Flexibility to provide the service required by the Hospice. Willingness to work flexibly as required. * Physically able to climb ladders, move equipment and undertake the maintenance job including working at heights, working with heavy objects. * Ability to work sensitively around patients. * A proactive can-do attitude. * Good team working both within and across teams and a collaborative approach in conjunction with problem solving. * Ability to work in an inclusive way and tailor work to ensure the needs of diverse cultures, backgrounds and abilities are acknowledged and met. | * Willingness to undertake training | A, I  A, I  I  A, I  I  I  I  I  I  I  A, I  A, I |

**A= Application form I=Interview T=Test C=Certificate**