

Job Description

JOB TITLE: Site Maintenance Person

RESPONSIBLE TO: Facilities Manager

Job Purpose

The Postholder will maintain services and facilities at the hospice to include equipment, plant decoration and fittings to include interior and exterior areas of the hospice.

Main Duties

- a) To be responsible for routine maintenance of the hospice and grounds in line with the planned maintenance schedule to include all emergency systems in compliance with Health & Safety Policy, Fire Regulations standards and Care Quality Commission requirements.
- b) To ensure that all documentation and work logs are correctly completed and are readily available for inspection by inspectory bodies
- c) To plan and undertake minor repairs and work projects in a timely and safe manner.
- d) To prioritise workload so that safety and standards of care are maintained at all times.
- e) To bring to the attention of the Facilities Manager any work requiring the skills of specialist contractors.
- f) To ensure that the maintenance is carried out within set budgetary requirements.
- g) To report any breakdown, failures, or concerns to the Facilities Manager.
- h) To monitor chemical treatments and plant for the safe use of the hydrotherapy pool and spa.
- i) To participate in any meetings as requested by the Facilities Manager.
- j) To participate in exterior and interior decoration of the hospice for events such as Christmas.
- k) Carry out On Call duties as per rota.
- l) Carry out duties at Acorns other locations as and when required.

Other Duties

- a) To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour and team working and networking.
- b) To put the needs and interests of Acorns children and young people and their families first in all aspects of their work
- c) To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.

- d) To actively participate in a performance and development review process and any training and development identified to further enhance your role with Acorns.
- e) To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.
- f) Ensure that all aspects of the Role Specification are met and that the service provided is culturally sensitive and appropriate for all sections of the communities we serve. Equal opportunities will be applied to all aspects of service delivery
- g) Ensure that our services are 'family centred' and 'family led' and be aware of the need to promote and maintain a positive environment both within Acorns and in all our external contacts.
- h) Carrying out any reasonable duty as requested by your line manager.

This job description is not an exhaustive breakdown of duties and will be reviewed as necessary. Flexibility is a key principle within the Facilities and Estates team and will be reflected in the way all team members carry out their duties.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

February 2023

Person Specification - Site Maintenance Person

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of education 	<ul style="list-style-type: none"> • City & Guilds/ONC or other professional qualification • ONC in Building Services
Experience	<ul style="list-style-type: none"> • Previous experience of working within a general maintenance role • Experience of liaising with external contractors • Experience of completing risk assessments 	<ul style="list-style-type: none"> • Experience of working with volunteers • Experience of working in a care environment • Awareness of Child Protection issues
Skills & Abilities	<ul style="list-style-type: none"> • Good all-round knowledge of building plan maintenance • Ability to undertake basic maintenance tasks e.g. kitchen installation, shelving units etc., • Good organisational skills • Able to work on own initiative • Good communication skills – written and verbal • Numerate with ability to work within budgets • Ability to work independently as well as part of a team • Ability to complete documentation/logbooks accurately • IT Literate 	<ul style="list-style-type: none"> • Knowledge of HSE requirements • Knowledge of Fire Regulations
Other	<ul style="list-style-type: none"> • Willingness to work some unsocial hours and on call if necessary • Willingness to undertake additional training and development. • Commitment to Equal Opportunities • Ability to travel independently throughout the organisation 	
Behaviours	<ul style="list-style-type: none"> • Will challenge the status quo • Positive, enthusiastic approach & can-do attitude • Curious, always seeking to understand and improve experience of customers • Open to change and continuous improvement • Innovative mindset and passionate about learning • Commitment to the Acorns strategy & its success 	

TERMS AND CONDITIONS OF EMPLOYMENT

POSITION	Site Maintenance Person
REPORTING TO	Facilities Manager
LOCATION	Acorns in the Black Country Hospice Walstead Road Fullbrook Walsall WS5 4NL
HOURS OF WORK	37.5 hours per week Occasional evening and weekend work
SALARY	£29,416.80 per annum
NOTICE PERIOD	4 weeks rising in line with statutory provision
HOLIDAYS	31 days inclusive of public holidays, rising to 35 days after 3 years' service (pro rata)
PENSION	Contribution to Group Personal Pension Plan or NHS Pension Scheme
LIFE ASSURANCE	NHS Pension Scheme Life Assurance cover or Acorns Group Life Assurance Scheme

All terms and conditions will be detailed in writing together with Employee/Health and Safety Handbook, which must be read and observed.