

Job Description

Job Title: Bank 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.


The postholder will work ad hoc shifts, when required, to cover absence.

Main Duties:

- > 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.
- > To ensure that all documentation and work logs are correctly completed and are readily available for inspection by inspectory bodies
- > To plan and undertake minor repairs and work projects in a timely and safe manner.
- > To prioritise workload so that safety and standards of care are maintained at all times.
- > To bring to the attention of the Facilities Manager any work requiring the skills of specialist contractors.
- > To ensure that the maintenance is carried out within set budgetary requirements.
- > To report any breakdown, failures, or concerns to the Facilities Manager.
- > To monitor chemical treatments and plant for the safe use of the hydrotherapy pool and spa.
- > To participate in any meetings as requested by the Facilities Manager.
- > To participate in exterior and interior decoration of the hospice for events such as Christmas.
- > Carry out duties at Acorns other locations as and when required.

Other Duties:

- > 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.
- > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work
- > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- > To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.
- > 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

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- A decorative graphic in the top left corner consisting of three overlapping shapes: a green triangle, a blue circle, and a purple square.
- > 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.
 - > Carrying out any reasonable duty as requested by your line manager.


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.



Person Specification – Bank 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 > Previous experience of working within a general maintenance role > Experience of liaising with external contractors > Experience of completing risk assessments > 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:	Bank Site Maintenance Person
Reporting To:	Facilities Manager
Base:	Acorns Hospice (Birmingham, Worcester and Walsall)
Hours:	Ad hoc, bank
Salary:	£15.39 per hour

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