

JOB DESCRIPTION			
Post Title:		Maintenance Handyperson	
Department:		Property Services Department	
Full/Part Time:	Bank	Hours of Work:	0 hours
Type of Employment:	Bank Staff	Salary:	£8.74/hr (plus allowances as eligible)
Post holder Reports to:		Estates & Facilities Manager	
Location of work:		Any Nightingale Hammerson Property	
<p>Purpose of the Job:</p> <p>As a member of the Property Services Department team you will provide a maintenance service to Nightingale Hammerson properties generally and specifically in relation to the role of multi skilled Handyperson.</p>			
<p>Equal Opportunities</p> <p>Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all staff to understand and promote equality of opportunity in all aspects of their work.</p>			
<p>Health and Safety</p> <p>All staff are expected to take responsibility for their own health and safety, in so far as they can themselves, and to exercise reasonable care and caution in the execution of their duties.</p>			
<p>Nightingale Hammerson Values</p> <p>We expect all staff to display and uphold our core values which are:</p> <ul style="list-style-type: none"> • Compassion • Respect • Excellence • Dignity • Integrity • Team Work <p>More information on our Mission and Values can be found on our website</p>			

Duties and Responsibilities

1. To undertake reactive and planned maintenance related to the role of multi skilled Handyperson to the standards set out by Nightingale Hammerson. This includes routine

- building maintenance, basic carpentry works, basic plumbing works, patch plastering, basic brickwork etc.
2. To take personal responsibility for the standard of work generally and within the context of the Health and Safety at Work etc. Act 1974 and internal policies and procedures.
 3. Under the direction of the Estates & Facilities Manager and the Estates Administrator, take responsibility for reactive and preventative maintenance activities, ad hoc repairs, and general upkeep of internal and external fabric.
 4. To troubleshoot and complete repair / remedial works as required throughout the Estate.
 5. To complete periodic testing and checks of various systems (including weekly fire alarm testing, water temperatures, door checks, generator testing etc.).
 6. To ensure relevant paperwork is complete in connection with the delegated works.
 7. To respond to maintenance requests from residents, staff and colleagues efficiently, in a professional and timely manner.
 8. To work co-operatively with other members of the Property Services Department Team as well as members of other Departments and provide support where required.
 9. To accompany and work with specialist contractors from maintenance, security and housekeeping aspects of the care homes.
 10. After the training provide in house, to act in the role of Fire Marshal and attend each and every fire alarm that may occur whilst on duty and carry out the responsibilities of that role.
 11. To be available for occasional emergency call outs outside normal business hours in order to respond to maintenance emergencies at evenings at weekends as requested by the line manager.
 12. To attend internal and external training courses as may be required by Nightingale Hammerson and in line with the job description.
 13. To undertake any other additional duties such as portering, front of house etc. within the competence of the post holder, as may be required from time to time.
 14. Promote positivity and safe culture for our residents, staffs and contractors.
 15. Promote ideas sharing, creative thinking and learning and development opportunities.
 16. Attend mandatory training as required by Nightingale Hammerson.

Note:

The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties at the request of Nightingale Hammerson Management Team.

PERSON SPECIFICATION

Post Title:	Maintenance Handyperson
Department:	Property Services
The requirements listed below are considered to either be essential (E) to successfully undertake the duties and responsibilities of the post or are considered to be desirable (D) .	

Qualifications		
1.	NVQ / City & Guilds Qualification within Building Services industry (either plumbing and or electrical related)	D
Experience		
2.	Working experience in a similar role of multi skilled trade	E
3.	Experience of carrying out building maintenance in a Healthcare setting	D
4.	General plumbing experience including changing taps and sinks, repairing/replacing pipes, repairing radiators and valves etc.	D
Knowledge		
5.	Working knowledge of maintenance requirements in buildings of different ages	E
5.	Working understanding of Health & Safety processes	D
6.	Knowledge / Experience of working with building contractors	D
7.	Knowledge of IT packages including Microsoft Office suite	D
Skills / Attributes		
8.	Ability to effectively communicate and work with / for elderly people	E
9.	A Team player who leads by example, promotes positivity.	E
10.	A problem solver, and be able to work on your own initiative with minimum supervision.	E
11.	Good interpersonal skills, both verbally and in writing.	E
12.	Excellent organisational and time management skills	E
Special Conditions		
13.	Physically fit in accordance with the requirements of the work.	E
14.	To be part of the on-call rota when required in any absences of the appointed on-call staff	E
15.	Part of the on-site emergency response team	E
16.	Car / Motorbike licence holder with access to a vehicle	D
16.	Availability to work agreed over time	D