



## Job Description

**Job Title:** Maintenance Assistant

**Responsible to:** Facilities Officer

**Job Purpose:** To assist in all aspects of running a commercial site. This will include internal and external reactive and preventative maintenance, compliancy checks, small inhouse projects, and ensuring the site is kept clean, safe, and secure at all times.

### Key Accountabilities

Respond to day-to-day reactive maintenance tasks and general repairs.

Assist in site improvements and preventative maintenance to include painting, decorating and general DIY tasks and small in-house projects.

To assist with the upkeep and maintenance of our outdoor aviaries and enclosures to include general repairs.

Inspecting and maintaining perimeter fences and boundary lines.

Complete periodic checks to ensure compliancy is met. Record findings and maintain site logbooks.

Ensure work areas such as the workshop and material stores are kept clean, tidy and safe.

To comply with and assist in implementing new policies and procedures to include health & safety, data protection and safeguarding.

Work alongside contractors including meeting, signing in and completing site inductions, and assisting with deliveries.

Assist and work with corporate volunteer groups.

Conducting the onsite PAT testing, under the guidance and direction of the Facilities Officer.

Report any defects on site and being proactive in resolving issues.

Attending to other tasks, as required by the Facilities Officer and Director of Operations.

#### **Tiggywinkles**

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## Person Specification

Job Title: **Maintenance Assistant**

Attributes	Essential	Desirable
Attainments / Qualifications		<p>Qualification in practical trade (City &amp; Guilds, NVQ, BTEC or equivalent).</p> <p>Qualification in Health &amp; Safety.</p> <p>Qualification in PAT (Portable Appliance Testing).</p> <p>Qualification in PASMA tower scaffolding.</p>
Previous Experience	<p>Previous experience in property maintenance or working in a commercial setting.</p> <p>A sound understanding and knowledge of DIY.</p>	<p>Previous experience of working with third parties, for example trades and general contractors.</p> <p>Previous experience of working with a charity or in an educational environment.</p> <p>Previous experience of working in a public facing environment.</p> <p>Familiar with health and safety site rules, policies and procedures.</p>
Skills	General property maintenance skills to include decorating, repairs and small works to internal and external building fabric.	Basic understanding and skills in plumbing/electrics.
Disposition	<p>A positive disposition and effective problem solving skills.</p> <p>A high level of attention to detail.</p> <p>Able to take responsibility for own work and manage own time effectively.</p>	

	Ability to work effectively both on own initiative and as part of a team.  Willing to work indoors and outdoors in all weathers.	
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