

# East Park

## Job Description

<b>Job Title:</b>	Maintenance Assistant
<b>Responsible to:</b>	Senior Maintenance Assistant/Assets and Facilities Manager
<b>Responsible for:</b>	N/A
<b>Working Environment:</b>	Internal / External
<b>External Contacts:</b>	Various
<b>Date of Last Review:</b>	May 2019

### JOB PURPOSE

To assist the Senior Maintenance Assistant/Assets and Facilities Manager in the care and maintenance of the establishment. To provide a range of maintenance services as directed by the Senior Maintenance Assistant/Assets and Facilities Manager, in such areas as plant and equipment, electrical, mechanical, buildings engineering services both within East Park and East Park's houses. To carry out driving as and when required. To deputise for the Senior Maintenance Assistant/Assets and Facilities Manager as and when required. To carry out all duties and responsibilities in compliance with all Statutory and Health and Safety Regulations.

### KEY RESPONSIBILITIES

- To assist the Senior Maintenance Assistant/Assets and Facilities Manager in operation of Planned Preventative Maintenance covering all items of mechanical and electrical equipment. Periodic and remedial works on items of plant and equipment
- To assist in ensuring all buildings are kept in a good state of repair
- To ensure annual testing of all items of electrical equipment is carried out as per EEC laws, and under the direction of the Senior Maintenance Assistant/Assets and Facilities Manager
- In the absence of the Senior Maintenance Assistant/Assets and Facilities Manager to ensure breakdown maintenance works are carried out arising from failure, breakdown or accident. To ensure regular testing of Fire Alarm system and that Fire Regulations are complied with
- To participate in the on-call rota which will be discussed and agreed with the Senior Maintenance Assistant/Assets and Facilities Manager
- In the absence of the Senior Maintenance Assistant/Assets and Facilities Manager liaise with SMT as appropriate on general and maintenance matters to ensure the smooth running of the establishment
- In absence of the Senior Maintenance Assistant/Assets and Facilities Manager assume supervision of maintenance staff
- In absence of the Senior Maintenance Assistant/Assets and Facilities Manager, responsible for liaising with outside contractors and consultants on appropriate works and for overseeing works undertaken
- From time to time undertake driving duties
- On occasion assistance with portering duties and ground maintenance will be required
- To share environment with young people with learning and behavioural problems
- May be necessary to work beyond normal hours at short notice

### GENERAL RESPONSIBILITIES

- Any other duties as directed by the Senior Maintenance Assistant/Assets and Facilities Manager or SMT
- To comply with East Park's Safeguarding policies

- To comply with East Park's Health and Safety policy
- To comply with East Park's Equal Opportunities policy
- To promote Confidentiality as detailed in East Park's Code of Conduct policy
- Promote East Park at all times
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park

The job description is non-exhaustive and may be amended at any time.

# East Park Person Specification

**JOB TITLE:** Maintenance Assistant

KEY FACTORS	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Working knowledge of maintenance services in plant and equipment. Electrical, mechanical and building engineering services</li> <li>Experienced driver with clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>Qualified tradesman</li> <li>Supervisory experience</li> <li>Health and Safety qualifications</li> <li>P.A.T. testing certificate</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>At least 3 years' experience in planned preventative maintenance of mechanical and electrical equipment</li> </ul>	<ul style="list-style-type: none"> <li>Previous work experience in similar environment of young people with learning and behavioural problems</li> <li>Experience in education and/or care working environments</li> <li>Experience of working in a charity</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>An awareness of children's rights</li> <li>An understanding of the roles of a variety of disciplines working with children and young people e.g. social work, health, education</li> <li>Knowledge of current child care and child protection legislation and practice</li> </ul>	
<b>Expertise &amp; Skills</b>	<ul style="list-style-type: none"> <li>Ability to liaise and supervise outside contractors</li> <li>Ability to deputise and undertake supervision duties of maintenance team in the absence of Senior Maintenance Assistant/Assets and Facilities Manager</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Willing to work beyond normal hours at short notice</li> <li>Active and willing team player</li> <li>Must be willing, enthusiastic and helpful person</li> </ul>	<ul style="list-style-type: none"> <li>Work with confidence</li> <li>Ability to use own initiative if required</li> <li>Willing to undertake any necessary training for the role and to update skills as and when required</li> <li>A genuine commitment to equality and diversity</li> <li>Willingness to undertake any necessary training to update skills as and when required</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"><li>• Share On Call Rota</li><li>• Flexibility in work settings – may be required to visit any East park site</li><li>• Commitment to continuous improvement and continued professional development</li></ul>	
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