**** Job Description

# Job Title Maintenance Officer

**Location** Henshaws Specialist College, Harrogate with occasional travel to other areas

**Salary** £9.00 per hour/£18,720 per annum

**Band** B

**Hours per Week** Up to 40 hours 07.00 – 15.30 Monday- Friday

There may be a requirement for some flexibility through winter months, or to cover holidays and various events.

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** Maintenance Manager

**DBS Check** Enhanced Check with child barring list

**Job Summary**

To be responsible along with other Maintenance Officers for the provision of general maintenance work within Henshaws.

**Key responsibilities**

* Responsible for the opening of College each morning.
* Responsible for the provision of general maintenance work within Henshaws Society predominantly around our community housing and as directed by the Maintenance Manager or Senior Maintenance Officer.
* To respond carry out all duties/tasks with full regard to the given policies and procedures of the Society.
* To maintain appropriate records as directed by the Maintenance Manager.
* To carry out ground maintenance tasks and on occasion the moves of goods & furniture as directed by the Maintenance Manager or Senior Maintenance Officer.
* To undertake Legionella training and carry out water treatment duties as required.
* To act in a professional manner at all times and promote a positive image of Henshaws.
* To carry out on call duties on a rota basis.

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures
* Any other duty as required by the line manager commensurate with the post.

**Person Specification**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist.

****All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential or Desirable** | **How Identified** |
| **Skills and Experience** | Experience in maintenance related field, electrically bias would be preferable | **Essential** | Application form/Interview |
| Conscientious attitude and approach to Health, Safety and security issues. | **Essential** | Application form |
| Experience of carrying out maintenance tasks safely in a live environment | **Essential** | Application form |
| Safe use of power and hand tools | **Essential** | Application form |
| Working at height training | **Desirable** | Application form/Interview |
| Trained in use of petrol based power tools and grounds maintenance equipment | **Desirable** | Application form/Interview |
| Experience of gardening and grounds maintenance  | **Desirable** | Application form/Interview |
| Enthusiasm for the post and working with the client group. | **Desirable** | Application form/Interview |
| Experience of Portable Appliance Testing would be preferred | **Desirable** | Application form/Interview |
| Experience of decorating | **Desirable** | Application form/Interview |
| Experience of working within a care, residential or educational environment. | **Desirable** | Application form/Interview |
| **General & Specialist Knowledge** | Operating security systems and fire alarm systems | **Essential** | Application form/Interview |
| Knowledge of plumbing and heating installations | **Essential** | Application form/Interview |
| Knowledge of relevant health and safety issues | **Essential** | Application form/Interview |
| City and Guilds or equivalent Qualification in a relevant maintenance trade such as carpentry and joinery or plumbing | **Desirable** | Application form/Interview |
|  |  |  |
| **Education & Training** | Good verbal and written communication (English) | **Essential** | Application form/Interview |
| Midas trained minibus driver OR prepared to undertake Midas training. | **Desirable** | Application form/Interview |
| **Special Requirements** | Full clean UK Driving Licence or access to transport | **Essential** | Application from |
| Due to the physically demanding nature of the role applicants must be comfortable with:* Working at height
* Manual handling
* Driving
* Use of power and hand tools associated with maintenance.
* computer use
 | **Essential** | Application form/Interview |
| Willingness to travel around the various sites | **Essential** | Application form/Interview |
| Enthusiastic, respectful and sensitive attitude to client group | **Essential** | Interview |
| Conscientious attitude and approach to Health, Safety and security issues. | **Essential** | Interview |
| Affable, approachable, willing to learn as appropriate, with a pride in the work undertaken. Ideally a completer finisher. | **Essential** | Interview |
| Confident and able to work on own initiative | **Essential** | Application form/Interview |
| Experience of working as a reliable and effective member of a team | **Essential** | Application form/Interview |
| Work as part of a team or alone or remotely without supervision as required | **Desirable** | Application form/Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**