



Job Description: Maintenance Support

Responsible to: Maintenance Supervisor/Home(s) Managers

Job Purpose:

To ensure the Home is functional from the aspect of being presented in a clean and well-maintained manner.

To assist with the Compliance to all relevant Statutory Requirements with regard to the Health & Safety Legislation.

To ensure that all areas are well maintained to conform with the Fire Regulations on a day to day basis

Main Duties and Responsibilities:

- Every member of staff is expected to ensure that the Home's service users' comfort, satisfaction and well being is cared for in a friendly, efficient and personalised manner at all times.

Service Users' Care

- To work within the Homes in a manner which is conducive to the day to day functioning of the service user, and with particular observance of their privacy, independence and daily routines.
- To ensure the utmost care and due diligence is taken when undertaking work within the Home(s), and that instruction given concerning service users' behaviour is observed and put in place.

Personnel

- To attend staff meetings as required.
- All staff and management will be expected to attend training sessions from time to time for which adequate notice will be given.

Property

- To support the Home(s) Manager in all fire regulation issues. Check that due diligence is apparent, checked and recorded as appropriate, and that fire-fighting equipment and call points etc. are maintained and repaired immediately where applicable.
- To ensure all furniture, fixings and general fabric of the building is kept to a good standard.
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- To use a planned written schedule of work to incorporate every aspect of the maintenance of the Home.
- To, at all times, act swiftly to complete emergency repairs, and liaison with the Manager or Shift Leader daily.
- To decorate the Home(s) both inside and outside.
- To check and monitor and, where applicable, the heating controls for the home(s).
- To maintain the correct lighting levels within the Home(s), and to change light bulbs as required.
- To report any property repairs or other matters requiring attention to the Management.
- To carry out any tasks which may require your assistance to ensure the smooth running of the Home(s).
- To minimise the requirement of specialist call outs.
- To ensure all glazed areas of the Home(s), are clean, in good working order and free from cracks or broken.
- To check on a regular basis, and to remedy any blocked guttering or external drainage pipe work as becomes apparent.
- To assist with the correct maintenance of the garden areas, and to periodically check the safety aspects of the garden equipment.

Records

- To ensure that records required by the Residential Care Home Regulations are complied with and kept in a safe place at all times.
- To ensure all Health & Safety Legislation records are kept fully up to date, and kept in a safe place. This will relate to items within the company's Health & Safety remit.
- To ensure the fire regulations documentation is kept fully up to date, and that the records are accessible to Management if required.

Vehicle Provision

- To ensure the Home(s) vehicles are checked for oil, water, and adequate fuel
- To ensure all vehicles are serviced a minimum of every six months, and all service records are logged for referral in a safe place.
- To ensure the vehicles are checked for cleanliness, both inside and out.
- To ensure the vehicle maintenance record books are filled in each time.



General

- To record all work undertaken.
- To ensure all visiting trades people or repair engineers observe the expected due diligence when entering and working on the premises.
- To use an expenditure invoice procedure for ordering outside trades people where required, and for ordering materials on a weekly basis through the weekly supervision session.
- To work within and follow the principles of GDPR (General Data Protection Regulations).

Performance and Appraisal

- In the interests of service user care, and to assist all personnel to achieve their objectives, The Partnership will carry out an annual appraisal interview.
- The individual's needs and personal development will be identified, and the appropriate action points established and acted upon.

Declaration

I, the undersigned, declare that I have read and fully understood my Job Description. I further understand that failure to carry out any tasks mentioned therein could result in re-training or disciplinary action being taken against me.

Signed

Employee

In the presence of

Recruitment Co-ordinator.

Date