

**Job Description and Person Specification**

**Job Title:** PropertyMaintenance Apprentice **2 Year Fixed term contract**

**Hours:** 37.5 hours - Mainly Mon-Fri but occasional weekend and evenings if required. Plus day release for college (Term time only)

**Spinal Point Range** As per government legislation for apprentices.

**Department:** Facilities

**Location:** St Michaels Hospice, Bartestree.

**Reports to:** Head of Facilities

**Job Purpose:**

To work with the Maintenance Manager and Maintenance Team to carry our reactive and preventative maintenance tasks to support the smooth running of the Hospice.

**Key Responsibilities:**

* To ensure that the main entrances and outside areas of the Hospice are well kept, clean and look attractive to visitors and staff, which include mowing, trimming and edging of lawns, hedge cutting, general weeding and clearing of rubbish. (This does not include the lower gardens).
* Undertake small project work, which can include [but not limited to] building partition walls, replacing sanitary units and refurbishment work.
* To chemically treat external pathways to kill alga and moss and ensure no contamination of garden property, to take responsibility for the correct mixing of chemicals, protection of self and others.
* Maintain all outdoor areas and in bad weather assist with the clearing the paths of snow and ice.
* To chemically fog areas to mitigate the risk of infection for Covid and other viral and bacterial infections and to take responsibility for the correct mixing of chemicals, protection of self and others.
* Complete minor repair work, which includes repairing doors, locks, door frames and handles as well as replacing light bulbs, and double-glazed window and door units
* Perform regular plumbing tasks, which include unclogging drains as well as fixing leaking taps and toilets.
* Perform regular cleaning duties, which includes Sweeping, dusting, mopping, and vacuuming, outside ground floor window cleaning.
* Carry out basic pre-planned maintenance checks on equipment and services such as the checking automatic fire alarm and water temperatures and feeding back any information to the Senior Maintenance Officer.
* Respond to instruction from the Head of Facilities and Maintenance Manager to carry out portering (non-patient) duties.
* To provide manual labour support to the Maintenance Manager and Maintenance Team on building projects.
* Check of oxygen tanks, electrical control panels/wiring to detect any issues that require immediate attention.
* Take inventory of maintenance supplies and notifying Manager of low or depleted supplies.
* Respond to emergency repairs and clean-ups.
* Ensure that all maintenance equipment is kept in good working order.
* To work within the requirements of Health and Safety Legislation.

**Person Specification**

1. **Specialist Knowledge and experience**
* Must be capable of carrying out basic non-structural building maintenance and ground keeping duties for a wide range of maintenance and improvement tasks including basic plumbing and carpentry. NVQ Level 2 or equivalent City & Guilds.
* Must have knowledge of working strictly to safe working practices, including the ability to safely operate hand and power tools and cleaning equipment.
* The ability to lift heavy objects
* Strong problem-solving skills
* Excellent time management and communication skills
* Lone working on scheduled jobs.
* To be able to use the maintenance database and email systems.

Full training will be provided to the successful candidate, which will include medical oxygen, legionella awareness, risk assessment, power tools, abrasive wheels, PAT testing, water temperature monitoring plus other courses are they are identified.

1. **Skills and behaviours**
* **Communication** Speaks confidently and fluently. Talks at a suitable pace and level. Holds others’ attention when speaking. Writes fluently, clearly and concisely. Adapts own written communication style to suit others. Needs to be open minded and not afraid to seek advice or assistance
* **Relating to others** Quickly builds rapport and easily establishes relationships. Relates well to different types of people, listens and gets on with them.
* **Flexibility** - Successfully adapts to changing demands and conditions.
* **Team Working** - Fits in with the team. Develops effective and supportive relationships with colleagues. Is considerate towards them and creates a sense of team spirit.
* **Problem Solving** Identifies potential difficulties and their causes. Generates workable solutions and makes rational judgements.
* **Resilient** Remains calm and self-controlled under pressure. Reacts well to change and stays positive despite setbacks. Keeps difficulties in perspective.

**3 Special Conditions**

* Able to carry out the physical aspects of role e.g. portering (non-patients), and to be comfortable with working at heights on occasions and outside the building during inclement weather.
* Confident to work in plant rooms where access and space may be limited.
* This post is conditional to a standard Disclosure and Barring Service Check.

**Our values**

* Respect, dignity and the privacy of our patients and families always come first
* Compassion and respect towards each other
* People are at the heart of everything we do
* Transparency and candour
* Collaborative working and a common-sense approach

**Equal Opportunities Statement**

At St Michael’s Hospice we are committed to an equal opportunities approach in everything we do. This means that we seek to ensure anyone connected with St Michael’s, from patients and families through to donors, supporters, volunteers and staff are treated fairly, appropriately and with dignity and respect.

**June 2024**