



Children's Hospices Across Scotland

JOB DESCRIPTION – MAINTENANCE ASSISTANT

Job Details

Job Title – **Maintenance Assistant**
Responsible to – **Maintenance Team Leader**
Job Family – **Support Services - Hospice**

Location – **Rachel House**
Salary – **Sector Band 3, Point 5 to 7**

Job Purpose

Working within the culture, ethos and philosophy of CHAS, to provide a comprehensive buildings, grounds and equipment maintenance service for Rachel House and to help to maintain a safe, pleasant and tidy environment for the children or young people with life-threatening or life-limiting conditions, their families, the staff, the volunteers and the visitors.

Main Tasks

- Hospice and grounds maintenance
- Equipment Maintenance
- General Duties

Job Activities

Grounds and Hospice Maintenance

- Undertakes minor works projects, as directed by the Maintenance Team Leader, including, but not exclusively, all joinery, painting and decorating work
- Undertakes regular inspections of the buildings and, where required, utilises plumbing, electrical and carpentry skills to effect repairs
- Undertakes all minor DIY tasks, such as hanging pictures, hanging signage and assembling flat-pack furniture
- Assists in helping to clean and maintain all low-level gutters, drains, the glass roof and the out-buildings
- Maintains all roads and pathways within the grounds of Rachel House by ensuring they are free from hazards, litter, snow and unwanted plant growth
- Undertakes TMV temperature checks
- Inspects/checks hydro-pool

Equipment Maintenance

- In accordance with the manufacturer's guidelines, maintains technical and non-technical equipment within the hospice, undertaking necessary repairs as required, ensuring their safe and continued use

- In accordance with the manufacturer's guidelines and relevant health and safety legislation, carries out tests including, but not exclusively, Legionella, portable appliances, water quality in hydrotherapy pool

General Duties

- In relation to equipment required by the role, provides on-going training, support and guidance to volunteers within the organisation, ensuring that the building, grounds and equipment are maintained to organisational standards and work is undertaken in a safe environment
- Signs in, Supervises or escorts contractors or service providers whilst on premises as required
- Assists the Maintenance Team Leader with routine fire drills and emergency evacuation training exercises, ensuring the safety of all who use and work within the hospice
- Undertakes regular meter readings, water testing and pest control, ensuring the hospice service meets legislative and organisational standards of delivery
- Undertakes regular inspections for Health & Safety, and Fire Safety, and maintenance tasks as required at other Kinross sites

Health and Safety

- Undertakes regular Health and Safety and Fire Safety Inspections
- Assists with compliance with health and safety legislation
- Responsible for complying with the CHAS Health and Safety Management Policy and associated procedures and co-operate with CHAS in complying with its legal duties

Information Governance

- Responsible for complying with the CHAS Information Governance Framework and associated policies and co-operate with CHAS in complying with its legal duties

Volunteer Engagement

- Work alongside volunteers and actively support their work by providing advice and information to help them in their roles

Dimensions

- Supervises and supports the work of the volunteers
- Occasional contact with external suppliers regarding the procurement of maintenance supplies
- In performing this role, frequently has contact with the Estates Manager, Facilities Manager, the Maintenance Team Leader, Gardener, volunteers, other hospice staff, the child or young person's family, external suppliers and contractors
- On a regular basis, is required to ensure health and legislative and organisational requirements are met
- Flexibility around working hours as required including the requirement to work overtime and be on call, based on a standard 35 hour week

Decisions and Communications

Decisions

- Within the agreed management structure of CHAS, works within clearly defined procedures, where judgement and initiative are required to prioritise work, but generally, work is routine

Communications

- On a daily basis, communicates routine information about the maintenance of the grounds, building and equipment to the Estates Manager, Facilities Manager, the Maintenance Team Leader, the volunteers and external suppliers
- When required, communicates routine information, about the grounds, building and equipment maintenance, to the Purchasing Administrator, contractors and suppliers



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PERSON SPECIFICATION – MAINTENANCE ASSISTANT

Education, Qualifications, and Training

Essential

- Modern Apprenticeship qualification, in a relevant discipline, at SVQ Level 3 or above, or equivalent experience
- IOSH Working Safely in the Workplace

Desirable

- ISRM Pool Plant Operators Certificate
- City and Guilds 2377, Cert in Portable Appliance Testing
- NEBOSH General Cert in Occupational Health and Safety
- GAS SAFE Registration

Method of Assessment – Application Form

Skills, Abilities, and Knowledge

Essential

- Working knowledge of Health and Safety legislation

Desirable

- None

Method of Assessment – Application Form and Interview

Experience

Essential

- Experience in the provision of multi-skilled, building maintenance, with a specific requirement to provide mechanical, electrical, plumbing, carpentry and, painting and decorating support
- Experience of working in a public focussed environment

Desirable

- Electrical, plumbing or gas servicing experience
- Pool plant maintenance experience

Method of Assessment – Application Form and Interview

Personal Qualities

Essential

- Friendly, outgoing manner
- Accountable for self, actions and decisions
- Child and family focused
- A positive 'can do' attitude
- A commitment to CHAS
- A commitment to working with and supporting volunteers

Desirable

- None

Method of Assessment – Interview

Other Requirements

Essential

- Full current driving licence

Desirable

- None

Method of Assessment – Application Form