



# Maintenance Support

Reports to: Area Manager



**HERITAGE**  
- CARE HOMES -

This role will support all 4 homes within the Heritage group.

## Key Responsibilities:

### General

- Carrying out general repairs, including carpentry, plumbing and decorating
- Completing a Maintenance handbook, which involves equipment and Health and Safety checks
- Undertaking minor repairs to fixtures and fittings
- Shampooing carpets as directed by the Area Manager
- Making suggestions which help improve the building and site to the benefit of the care homes
- Driving the minibus as required
- Carrying out internal/external window cleaning where required and within Health and Safety Regulations.

### Outdoor

- Maintaining the grounds, including mowing, ground aeration, flower beds, weeding and pruning
- Clearing leaves, snow, ice and moss
- Carrying out routine maintenance to grass cutting machinery and equipment
- Maintaining cleanliness and tidiness of all external hard areas to a high standard
- Emptying litter bins regularly
- Cleaning and clearing all drains and gullies

### Deliveries & Post

- Taking deliveries of post, stores, materials and other goods as required
- Delivering goods or materials to the respective care home and keeping accurate records of this

### Painting & Decorating

- Assisting with moving items of furniture or equipment as required, with due regard to current Health and Safety and Lifting and Handling regulations
- Preparing rooms, lounges or corridors for decoration and decorating them when necessary
- Cleaning spillages as required

## Personal Specification

### Essential

- Experience with basic building repairs and maintenance and grounds maintenance
- The ability to priorities tasks
- Knowledge of basic health and safety legislation
- Willing to undergo training as required; able to understand and apply regulations (such as health and safety, manual handling regulations, etc)
- Able to operate electrical/mechanical systems
- Ability to communicate clearly and effectively
- Able to regularly handle/carry heavy items
- Able to work unsupervised
- Full UK driving license

### Desirable

- City & guilds
- Time served apprenticeship
- Health & safety in the work place certificate level 2 or 3
- NVQ in construction
- Current first aid certificate

I acknowledge that I have read and understood this document.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN YOUR CV & COVERING LETTER TO THE ADDRESS BELOW**



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