

Job Description

Job title	Maintenance Assistant	Job family	Priory Adult Care
Reporting to	Deputy Home Manager	Job code	FCE/004
Location	Various across division	Evaluation Date	August 2018

Job Purpose

Under direction, delivers an efficient and effective maintenance service within a Priory unit to assist in the well-being, safety and comfort of patients, students and pupils.

Responsibilities

Quality

Maintains a well decorated, safe and comfortable environment throughout the unit, in line with quality standards, and follows work processes which comply with statutory regulations.

Ensures that Priory minimum standards are delivered in all unit areas in a timely and efficient manner, as part of a team.

Identifies and reports damage, faults and other related issues to line manager (and then actions as agreed) to ensure that environmental conditions continue to meet quality standards and statutory regulations.

Liaises with local contractors on site, as required, providing local knowledge and guidance, in order that planned and preventative maintenance schedules can be completed in a timely fashion.

Innovation

Adopt new services to the site that are already introduced in other areas of the group.

Value

Ensure the site is well maintained by providing a service that is value for money.

Knowledge / Education / Skills

Basic numeracy and literacy are minimum requirements for this role.

Usually works within existing processes and procedures, however, some adaptive thinking will occasionally be required, in order to meet the needs of a particular operational occurrence.

Experience

One year's general work experience, but not essential.

Responsibility

Staff

Occasionally required to assist less experienced colleagues.

Budgets & equipment

No budgetary or financial responsibility. Responsible for the proper use of various pieces of gardening and/or maintenance equipment.

Informatics

Responsible for ensuring the confidentiality and identity of patients, students and pupils residing at or attending Priory units.

Communication

Role holder may respond to routine enquiries providing some basic information. More complex issues will be referred to the line manager.

Working Environment

The role holder will be required to have physical stamina, but will generally work in a pleasant and stable working environment.

Special Features

The role holder will be expected to undergo Manual Handling & COSHH Training, as well as partake in Priory's mandatory training.

Upholding the Company Behaviours	
This provides some guidance on the types of conduct to support the Company Behaviours	
Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> • Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families • Actively seeks to develop the potential of every service user and staff member
Being a Family	<ul style="list-style-type: none"> • Celebrates success and supports colleagues through difficult times • Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	<ul style="list-style-type: none"> • Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none"> • Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none"> • Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector