

Job Description

Job Title:
Responsible to:

Maintenance Handyperson
Head of Resources

Responsibilities	
Property Maintenance:	<p>Objective</p> <p>To maintain all Common Thread properties to a high standard of repair</p> <p>Key Tasks</p> <ul style="list-style-type: none"> • Joinery (hanging doors, replacement of • Small Plumbing tasks • Small Paint & Decoration works • Gardening works as required • Manage trades on site ensuring works completed to high standard • Ensure compliance with timely completion of all documentation. • Complete any general maintenance work as required
Health and Safety:	<p>Objective</p> <p>Compliance with health and safety requirements</p> <p>Key Tasks</p> <ul style="list-style-type: none"> • To ensure the Company meets all its legal responsibilities regarding health and safety. • To carry out works in accordance with health and safety requirements • Make changes to working practice that are safe and comply with legislation. • Create risk assessments where required • Keep records and comply with and complete all paperwork related to the job.
Fire Safety:	<p>Objective</p> <p>Support all aspects of fire safety.</p> <p>Key Tasks</p> <ul style="list-style-type: none"> • Monitor maintenance of records, prepare reports and compose correspondence relative to the job. • Review and undertake routine inspection to houses to determine compliance with policies and procedures, and relative safety legislation and ensure the application of fire safety codes. • Ensure all maintenance of fire equipment, fire safety, and detection systems are in working order and ensure they are in a state of readiness, ensuring repairing and testing takes place as required to approved standards.
Vehicle Maintenance:	<p>Objective</p> <p>Ensure the company van is maintained to a high standard</p> <p>Key tasks</p> <ul style="list-style-type: none"> • Cleanliness / internal-external • Road Worthiness / Tyres-Engine-Brakes • Documentation up to date
Other:	<p>Key tasks:</p> <ul style="list-style-type: none"> • To improve on the post holders performance year on year • To agree personal development targets for each year. • To model at all times the personal and professional ethical standards of a child centered organisation.