



Maintenance/Driver Job Description & Person Specification

Maintenance/Driver

Rate of pay: £11.72 - 11.78

Hours:

A/L entitlement:

Responsible to: Home Manager

Mission Statement

- The Orchard Trust supports the involvement, independence and development of people with learning disabilities

Values of the Orchard Trust

- Kindness
- Respect
- Working together
- Individuality

Job Description and Person Specification

Overview: To drive for The Orchard Trust homes and to provide general maintenance to Trust property as required.

Under the direction of the appropriate manager you will be required to be responsible for coordinating and undertaking all general maintenance and driving duties within the home. This includes the up keep of the Trust vehicles, buildings, grounds and equipment.

EFFECTIVE DELIVERY

● The Role is based within our residential homes that provide support for people with profound and multiple learning disabilities and also may have physical disabilities. As part of your role you will continuously come into contact with the people we support and you will be expected to demonstrate respect and dignity to those whom the Trust supports. There will be times when you will need to stop work on the request of support staff, you must do so (leaving your workplace as safe as possible) and wait to return to your duties when you are informed it is appropriate to do so.

- To communicate effectively and appropriately
- To assist in creating an environment that is supportive and positive
- To collaborate to seek the best outcome for the Trust, supporting other teams where appropriate
- To take ownership
- To deliver on commitments in a timely way
- To respect the contribution of others
- To feedback observations and ideas and share your learning
- To identify problems and opportunities
- To be proactive
- To prioritise and coordinate a workload
- To be a collaborative, efficient and effective team member
- To seek continuous improvement

TECHNICAL

- Driving duties as required (must undergo a Trust driving assessment and keep this updated).
- General repairs and maintenance such as painting, patching walls, hanging shelves, and landscaping etc.
- Being able to determine what equipment and materials you need for each job, using supplies as necessary.
- Keeping an accurate account of the jobs you have completed and those still requiring attention (this includes keeping an account of supplies used/purchased).
- Coordinating larger projects with outside agencies.
- To be responsible for the up keep of vehicles and ensuring documentation is accurate and correct.
- To actively participate in staff and other meetings.
- Be able to drive
- To carry out all necessary Health and Safety Checks, be responsible to maintain the relevant records and report to your line manager.
- To carry out vehicle safety checks as required.

Health and Safety:

Under the provisions contained in the Health and Safety at Work act 1979, it is the duty of the employee to:

- Take reasonable care of themselves and others whilst at work.

- To co-operate with the Trust as far as necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including person protective equipment (PPE) for health and safety welfare at work.
- To up hold the health and safety rules and regulations imposed by the Trust.
- To keep all Trust services, equipment and sites in good repair as requested
- To represent your services on the Trust's Health and Safety committee, attend meetings, maintain records and carry out Peer visits to our other services.
- To wear personal protective equipment as required
- To take all reasonable health and safety precautions and to participate in suitable instructions in such matters. To notify senior staff of any deficiencies observed in other provision made by the Orchard Trust.

PERFORMANCE MANAGEMENT

- To undertake any training deemed necessary
- To fully prepare for appraisal meetings
- To participate in staff supervisions and appraisals

PROFESSIONAL CONDUCT

- A willingness to seek guidance if in doubt
- An ability to work in an orderly and methodical manner
- To maintain and establish good relationships with professionals, colleagues and anyone you come into contact with through your role
- To always behave in a professional manner
- To assist with Orchard Trust fund-raising activities
- To uphold and demonstrate the values of Orchard Trust and apply these to all internal and external interactions.
- To act as an ambassador for the Orchard Trust
- To maintain confidentiality at all times
- To express views in a constructive way

The Orchard Trust will not knowingly request Maintenance staff to work with; electricity, gas, ACM (asbestos containing materials), power tools or machinery which is unguarded, faulty or which requires specific training for safe use (this list may be extended).
 If a job requires any of these elements the work will be outsourced. The Trust has detailed asbestos surveys which are situated in the H&S files at the service. If maintenance staff ignore these rules and knowingly or otherwise, put themselves or others at risk this may be considered a disciplinary matter.

Person Specification for Residential Maintenance/ Driver Person

	Essential	Desirable
Qualifications	Full driving licence	Previous employment in a similar role. Experience of driving minibuses and using loading equipment
Skills and experience	Experienced driver Experience of general repairs and maintenance to buildings, machinery, vehicles etc. Basic computer skills Ability to prioritise and manage own work load	Experience and skills in:- General Building Plastering Carpentry Plumbing Painting And Decorating Vehicle Maintenance
General	Empathetic with the people that we support Reliable and honest. Motivated and committed Flexible to meet the changing needs of the service. Willing to learn new skills Willing to assist in other areas of the Trust	

This job description, key skills, person specification and examples given are intended as a guide and are not an exhaustive list of duties, skills and behaviours necessary for the role. There will be a requirement to be flexible in line with changing needs.

As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.