

Hollybank Trust
Job Description

Job Title **Facilities and Maintenance Technician (electrical bias)**

Reporting To **Adam Kleczkowski (Facilities and Maintenance Manager)**

Overall Aim: To provide an efficient and punctual maintenance service support to all areas of the trust, ensuring that all buildings and grounds are kept in a good and safe state to convey a positive image of Hollybank trust and to provide a safe and pleasant environment for the Children, Young People and Adults in our care.

<i>Main Responsibilities:</i>	
<i>Role Specific</i>	
<u>General electrical maintenance</u>	<p>Upkeep/maintenance of the current fixed wire electrical system, varying roles including swapping socket fronts, replacing lighting/light switches and other general electrical accessories, in the required Hollybank buildings.</p> <p>Minor installations from additional circuitry onto existing wiring systems, or New installations. As part of any of these works – these circuits will be tested accordingly according to the 18th edition of the wiring regulations, and to supply appropriate certification for the works undertaken and placed in the appropriate place.</p>
<u>PPM works including Emergency lighting.</u>	<p>Emergency light tests to be undertaken annually to confirm its proper operation and correct functionality. Each test should simulate power failure for 3 hours to ensure full usage of the internal battery. After test is complete it is to be confirmed that the power supply is reinstated by checking green or red indicator light in the fittings are on. Findings are to be recorded via trust specific document and uploaded onto the intranet for Health and safety records.</p>
<u>General maintenance</u>	<p>To undertake, aid and support with basic maintenance tasks that are logged onto the maintenance system, which will be allocated to you. Tasks may include basic plumbing, tiling, patch plastering and painting/decorating.</p>
<u>Portage</u>	<p>To carry out general portage duties so that goods, furniture, beds, and equipment are transported or removed to the appropriate place within the required timescales and are available, using equipment available to aid.</p>
<i>General</i>	
Best Practice	<p>To maintain an awareness and keep updated with the latest initiatives and thinking, sharing new ideas with colleagues in order to improve organisation performance.</p>

People Development

To participate in supervisions, PDRs and continuous training and development, and to seek ways of continually achieving self-development and career enhancement; to support the future skills requirements of the Trust. To ensure training needs are regularly identified and assessed and action is taken to develop skills including PDR's completed in a timely manner.

Attitude

To act as a professional and positive ambassador for Hollybank in order to support the Trust's mission and profile.

Policy promotion

To actively promote the Trust's Equal Opportunities, Health and Safety, Disability Awareness and Data Protection policies and all other existing policies. To ensure that the Trust operates effectively, fairly, and in line with legislative requirements at all times.

Risk Management

To assist the Head of Department in the process of developing risk management strategies in order to safeguard the interests of the Trust.

Safeguarding

To adhere to and follow the Trust's Safeguarding procedures in order to protect the safety of all adults.

Confidentiality

In line with the Data Protection Act you will see the use and safe sharing of information as part of your responsibility. You will ensure you work in line with our data protection and information governance policies and procedures protecting and respecting the privacy of our children, young people and adults.

Flexibility

To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

There is an on call rolling system in place - one weekend every four to be on call. Time taken back in lieu if called upon.

*Competency Behaviours & Attitude***Personal Effectiveness**

To deliver high-quality services that make a real difference to the service users you work with, and take personal responsibility for the health, safety and wellbeing of others.

Working Together

To work in a collaborative way, developing and maintaining positive relationships and treating people with empathy and respect.

Positive Attitude

To support and encourage positive changes and new ideas by working with our internal and external service users to meet their needs and by embracing new ways of working to enhance what we do.

Developing Self and Others

To be effective at developing yourself and others and communicate well.

General Attitude

To act as a professional and positive ambassador for Hollybank Trust in order to support the Trust's mission and profile.

Hollybank Trust is committed to developing the skills of its people, in line with its Investor in People status. If you have any query about your own personal development, please speak to your line manager.

HR Office use only

Regulated Activity	Yes <input type="checkbox"/> No <input type="checkbox"/> Notes
Last updated	

Person Specification

<i>Requirement</i>	<i>Essential or Desirable</i>	<i>How Assessed?</i>
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<p><i>Qualifications/Education/Training:</i></p> <ul style="list-style-type: none"> • Level 3 NVQ diploma in Electrotechnical Services (Electrical Maintenance) Level 3 NVQ diploma in Installing Electrotechnical Systems & Equipment (Buildings, Structure and the Environment). • C&G 2382-18 18th Edition. • Competent PAT tester with relevant qualification. • Testing and inspection C&G 2391-52 • General trade experience: Tiling/Plumbing/plastering etc 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Certification/accreditation</p> <p>Certification/accreditation</p> <p>Certification/accreditation</p>
<p><i>Experience:</i> Time served in apprenticeship, plus an additional year on site experience.</p>	<p>Essential</p>	<p>Certification/accreditation</p>
<p><i>Work Attributes</i></p> <ul style="list-style-type: none"> • Flexible approach to work. • Able to develop working relationships with departments and external contractors. 	<p>Essential</p> <p>Essential</p>	
<p><i>Personal Attributes:</i></p> <ul style="list-style-type: none"> • Attention to detail • Quality Awareness • Clean Driving License 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	

The Trustees reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of Hollybank Trust are successfully achieved.