



Maintenance Assistant

**Norfolk and Norwich Association for the Blind
May 2019**



Introduction

Norfolk and Norwich Association for the Blind (NNAB) has been supporting people locally with sight loss to enjoy active, independent and fulfilled lives for over 213 years.

Over these two centuries, the organisation has adapted to meet the ever-changing needs of its clients, their carers and supporters. It has enjoyed unwavering support from the people of Norfolk who have shown this in many different ways including volunteering their time and skills.

Some of the support provided to people with sight loss includes residential home, supported housing, activity centre and equipment hubs.

As a Maintenance Assistant, you will be part of a small but close-knit team; we expect high standards and neatness in your work and a good practical general understanding of a variety of trades. You will be expected to share the on-call duties with your colleagues and to support responsive and planned repairs and maintenance service. Our residents and staff are open and friendly, and we would expect you to be aware of and sensitive to our residents' needs. You must be friendly, reliable, energetic and hardworking. You will work a 37.5-hour week and be based in Norwich but expected to travel to other sites in Norfolk, so a current driver's licence is necessary.

Thank you very much for your interest in the post. If you have any questions about the post please do get in touch by email to recruitment@nnab.org.uk.

We look forward to hearing from you



JOB TITLE: Maintenance Assistant

CONTRACT AND HOURS: Permanent 37.5 Hours per Week

LOCATION: Norwich

MAIN PURPOSES OF JOB: The main function of this role is to support and assist the Maintenance Supervisor in maintaining all areas throughout the NNAB on a daily basis.

SCOPE OF JOB: Responsible to the Maintenance Supervisor.

MAIN DUTIES:

- The Maintenance Assistant's primary responsibility is to maintain a safe and comfortable environment for the residents
- Responsible for all decorating throughout the NNAB
- Respond in a timely manner to all maintenance requests and concerns raised by team members according to the maintenance request log or system
- Provide support in looking at areas that may need altering or improving and perform all preventative maintenance tasks to the best of your ability
- Keep the site clean and tidy
- Carry out regular statutory checks and enter into records on water supply, electrical equipment, fire detection equipment, emergency lighting and safety equipment
- To assist the maintenance supervisor in carrying out his/her tasks
- Unload deliveries and materials
- To be part of the on-call rota for out of work hours
- Internal and external painting and repairs
- Refurbishment of vacant rooms and buildings



- Assist from time to time with shows and events
- To prepare and clean the association vehicles
- To assist contractors when necessary
- Attend relevant training courses
- Carry out routine preventative maintenance
- Adhere to the health and safety policies of the association
- Ensure that all allocated machinery is kept safe and in working order
- To drive the minibus as and when necessary
- To travel to other sites in Norfolk
- Any other reasonable duties as requested

Experience	
Essential	Desirable
Experience in a similar role Good DIY skills	Plumbing skills
Skills/knowledge	
Essential	Desirable
Ability to work as part of a team, possessing good communication and problem-solving skills Reliable and hard working Flexible Ability to follow the instruction Possess a positive attitude and willingness to learn	Awareness of the main requirements of Health and Safety legislation and good practice relevant to the duties of the post Understanding of Sight Loss and Visual Impairment



<p>Written and Verbal communication skills</p> <p>A positive approach to all ages and sections of the community</p> <p>A clean driving licence</p>	
Requirements	
DBS enhanced check required	



General Information

- The main duties details the key areas of work however these will be updated as the job progresses
- The work undertaken as part of this role must be carried out within the relevant policies and procedures of the Norfolk and Norwich Association for the Blind
- All job holders are required to understand the principles of safeguarding (children, young people and adults) and actively embed this in their everyday work including how to raise concerns
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the job level and falling within the general scope of the job, as requested by management

Application Process

Please send a covering letter (no longer than 2 x A4) along with your most recent CV to recruitment@nnab.org.uk. Please clearly address the points in the person specification with examples in your application.

Deadline for applications: 19th May 2019

Interviews: w/c 20th May 2019



Details regarding the post

Duration

The post advertised is a permanent appointment

Salary

The current salary offered is £18,000 per annum for 37.5 hours per week.

Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in that calendar month.

Hours of work and working arrangements

The normal working week for this post is 37.5 hours, Monday to Friday and covers 52 weeks per year.

You will be required to work flexibly to meet the needs of the service.

Job holders will be expected to share the on-call duties.

Location

The post will be located within the NNAB offices

Benefits

Stakeholder Pension Scheme with Royal London, Contributions 4% employee, 4% Employer

Westfield Health Scheme covering eye tests and glasses, dental checks and treatment, physiotherapy, consultations etc.

Canada Life Assurance covers all employees and pays 2 times annual salary on death of the employee