**St Peter’s Home & Sisterhood**

**Job Description**

**Job Title: Maintenance Supervisor, St Peter’s Home and Sisterhood**

**Accountable to:** Chief Executive

**Salary:** £22,500 per annum pro rata for 20 hours per week (£11.54 per hour, £15,000 p.a. actual gross)

**Liaises with:** The Chief Executive, the Financial Controller, the Chaplain, Front of House Administrators, catering and housekeeping staff, bank staff.

**Hours:** 25 hours per week. The hours will usually be worked mornings Monday- Friday 8am to 1pm. Some flexibility will be required for which time off in lieu or overtime payments can be arranged at the approval of the Chief Executive.

Annual holiday entitlement is 28 days pro rata.

**Job purpose:** Ensuring that St Columba’s House, its grounds and the other properties under the charity’s ownership are well maintained and in a usable and presentable condition with attractive gardens.

**Key tasks:**

1. **Preparation of Rooms at St Columba’s House**

* Ensuring that rooms are laid out daily as clients request. This may involve moving chairs and tables and other equipment. Occasionally moving beds, garden furniture and other pieces of furniture will be required.

1. **General Maintenance**

* General odd-job duties including changing of lightbulbs, putting up shelves, hanging pictures, simple repairs and making good both on the St Columba’s House site and within the 6 residential properties owned by the charity. This will involve some working at height.
* Keeping a record of maintenance works needed and progress on works.
* Ensuring that plant machinery is in full working order and regularly maintained.
* Communicating with both the Front of House and Housekeeping teams to ensure that works are quickly identified and remedied at St Columba’s House and that they are done in such a way as to minimise disruption to the house.
* Regular maintenance works such as clearing gutters, keeping paths and patios clean, window cleaning, etc.
* Redecorating of rooms to an agreed schedule
* Maintaining and replacing equipment as needed
* Ensuring that equipment and furniture is stored in a safe and accessible manner.
* Other maintenance and repair jobs as needed within the candidate’s skill set.

1. **Overseeing other building works**

* When repairs or maintenance requires professional skills or certification above the postholder’s skills and qualifications (e.g. boiler maintenance, electrical repairs) the candidate will be required to oversee such works, to keep the Chief Executive informed of progress and to keep a record of works needed and works performed.
* When appropriate, the postholder will be required to get three comparative quotes for works before a recommendation of contractor is made to the Chief Executive.
* Overseeing the general programme of external maintenance contractors (e.g. lift maintenance, solar hot water system maintenance, automatic doors, fire alarms, electronic key systems) and assisting with tendering these contracts periodically with the Chief Executive.

1. **Gardens and grounds**

* Ensuring the gardens and grounds of St Columba’s House and relevant residential properties are kept in good order. This will involve
  + lawn mowing
  + weeding
  + pruning,
  + jetwashing
  + pond clearing
  + leaf clearing
  + salting and gritting at appropriate times
  + cleaning and renewing signs
  + maintaining external lighting
  + weatherproofing garden buildings
  + putting out and putting away of garden furniture at appropriate times
  + planting
  + composting
  + Maintaining and overseeing replacement of equipment

1. **Planning/Budgetting**

* Delivering works within a budget agreed with the Chief Executive
* Assisting the Chief Executive in planning buildings, gardens and maintenance works and in gathering quotes for works in order to budget for the following year.

1. **Health and Safety**

* Ensure that the health and safety policy of the Charity is followed at all times.
* Report and rectify any health and safety hazards.
* Assist the Chief Executive in preparation of an annual report on health and safety which is presented to the board of Trustees. Assist in the biennial Health and Safety and Fire Risk Assessments.

1. **Other**

### The postholder will report progress regularly to the Chief Executive.

* As the postholder will interact with vulnerable tenants, and will occasionally interact with our guests, a full DBS check for both children and vulnerable adults will be required for this role.

### Any other appropriate tasks that may from time to time be delegated by the Chief Executive.

### There are opportunities for interested staff to develop special interests that will enhance the work of St Columba’s House, provided that the general duties of the post continue to be achieved.

1. **Hours of work** 
   * It is expected that the postholder will work across 5 days per week, usually weekdays, although some weekend and evening work may occasionally be required for which time off in lieu or overtime payment will be made.
   * It is expected that the postholder will usually begin work by 8am, although some flexibility in hours may be needed to meet the needs of our guests.
   * Time off in lieu or overtime payment may be available at the discretion of the Chief Executive.
   * It is recognised that there will be some emergency works needed as issues arise which will often be done outside the usual working hours and for which time off in lieu or overtime payment will be arranged at the discretion of the Chief Executive.
   * This job is subject to a three month trial period. Notice of one week can be given on either side during this trial period.
   * Following successful completion of the trial period the notice period for this post will be 1 month.
2. **Holiday entitlement, pension and benefits**

* Annual holiday entitlement is 28 days pro rata.
* St Columba’s House staff are automatically enrolled into an individual pension plan with Standard Life on completion of their trial period. Staff can opt out of this pension scheme.
* St Columba’s House staff are entitled to a discount on bookings at St Columba’s House.

1. **Person Specification**
   * The postholder should be a friendly team player with a helpful demeanour and a caring manner
   * A good communicator
   * An ability to prioritise and manage time effectively
   * Multi-skilled in areas such as decorating, landscape gardening, buildings maintenance, etc
   * Strong sense of health and safety including risk and COSHH assessments
   * Highly organised
   * As this role is physically demanding, the postholder will need to be physically fit in order to fulfil the role.
   * Experienced in using e-mail and Microsoft Word and Excel
   * Experience of working with the elderly or people with disabilities desirable
   * A full enhanced DBS certificate for children and adults at risk will be required
   * As this is a part time role the employment contract is not exclusive and the postholder may have another employer or work on a self employed basis during non-working hours provided that this does not impinge on the fulfilment of this role.

MH October 2018