**Job Description**

**Job Title:** Maintenance Operative

**Responsible to:** Housing Senior Practitioner / Housing Service Manager

**Based:**  Bristol

**Salary**: Band 4

**Purpose of the Job**

To provide high quality maintenance services to Ara’s Housing Service and Ara offices.

To work as part of the Housing Team in the development, implementation and evaluation of Ara’s Housing Services.

**Main Tasks of the Job**

* Repainting/redecorating
* Maintaining the gardens and grounds of Ara properties including mowing the lawns, weeding, planting, clearing leaves etc
* Undertaking minor repairs and maintenance
* Moving and assembling furniture
* Disposing of rubbish
* Preparing rooms for re-let/completing void checks
* Changing locks
* Assisting in moving clients and their belongings
* Cleaning including regular cleaning of ovens, extractor fans, showerheads
* Ordering and purchasing of materials
* Being responsible for the upkeep of Ara’s vehicle including refuelling, checking oil/water levels, arranging servicing/MOT tests

**Additional Tasks and Duties**

* Maintaining records
* Sharing skills and experience with our client group
* Observing organisational policies relating to health and safety, risk assessments, equal opportunities, confidentiality, data protection, diversity and inclusion, safeguarding and other good practice or legislative requirements
* Dealing with clients in a respectful, “Psychologically Informed” way
* Participating in staff and team meetings as required
* Attending relevant training and supervision meetings
* Undertaking other duties and responsibilities in keeping with the nature of this post as may be required and instructed

**Person Specification**

**Job Title:** Maintenance Operative

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|  | **Essential** | **Desirable** |
| **Experience** | * Relevant professional experience undertaking minor repairs, painting, decorating, gardening etc, * Relevant experience using a range of appropriate tools * Understanding of health and safety | * An understanding of the needs of vulnerable people |
| **Skills and Knowledge** | * Maintenance skills * Basic IT skills * Excellent communication and organisational skills * Willingness to interact with our client group and share skills and knowledge | * Relevant training or qualification |
| **Personal Characteristics** | * Flexible approach to tasks * Attention to detail * Committed to providing an excellent service * Committed to diversity and inclusion * Able to assess priorities and achieve key deadlines |  |
| **Other Requirements** | * Full driving licence * Able to carry out manual handling and physical labour tasks throughout the day |  |
| **Values** | Committed to upholding Ara’s values at all times:  ***Passionate***  ***Professional***  ***Dynamic***  ***Enduring***  ***Respectful***  ***Supportive*** |  |