

**Job description-Maintenance Person**

<b>Job title</b>	<b>Maintenance Person -Care Home</b>
<b>Reports to</b>	Manager (deputy manager in manager's absence)
<b>Accountable to:</b>	Manager and nominated individual
<b>Location</b>	Sapphire Court Residential Care Home 66-68 Cold Bath Road Harrogate HG2 0HW
<b>Qualifications, skills and experience</b>	<p><b>DBS</b> This position is subject to an enhanced DBS</p> <p><b>Qualifications</b> Secondary education qualifications desirable Trade qualifications (e.g. plumbing, joinery etc) desirable Understanding of health and safety and COSHH is desirable</p> <p><b>Skills</b> To have a genuine interest and respect for older people</p> <p>Ability to perform routine/emergency small repairs to equipment, fixtures and fittings</p> <p>Ability to perform routine inspections</p> <p>Ability to follow and complete maintenance records/schedules</p> <p>Ability to work as part of a team</p> <p>Effective verbal communication skills with residents/staff and visitors</p> <p><b>Experience</b> Experience of working as a maintenance person is desirable Care home experience is desirable</p>
<b>Summary of role</b>	<p>To maintain a safe home environment for residents, staff and visitors by responding to maintenance and inspection duties in the home</p> <p>To respect all residents as individuals and communicate with them/staff and visitors effectively</p>
<b>Key duties/responsibilities</b>	<p><b>General duties/responsibilities</b></p> <ul style="list-style-type: none"> <li>• To maintain and promote the home's mission statement and values</li> <li>• To promote our ethos of a caring, comfortable, safe and happy home</li> <li>• To ensure that residents are always treated with dignity and respect</li> </ul>

	<ul style="list-style-type: none"> <li>• To adhere to all home policies/procedures</li> <li>• To respect diversity and work in an inclusive way</li> <li>• To contribute to the team effort and to maintain a positive working culture in the home</li> </ul> <p><b>Maintenance duties</b></p> <ul style="list-style-type: none"> <li>• At the start of each shift to check the maintenance book and carry out small repairs/tasks which are listed (e.g. broken locks, leaking taps, replacing light bulbs, affixing TV wall brackets, affixing shelves, light painting /decorating, assembling furniture, minor repairs to fixtures and fittings)</li> <li>• To inform the senior management team if an outside contractor is required to respond to any defect in the interior or exterior of the home</li> <li>• Liaise with outside contractors when requested to do so by the senior management team</li> <li>• To maintain accurate and up to date records of work carried out and checks completed</li> <li>• Performing inspections/procedures in the home (both internal and external) as requested by senior management team, e.g.             <ul style="list-style-type: none"> <li>➤ Weekly check of fire alarm system, fire extinguishers, fire doors and emergency lighting</li> <li>➤ Carry out at least six monthly fire drills or more frequently if necessary e.g. in the event of new staff joining</li> <li>➤ Checking and recording of water temperature monthly to control the risk of legionella</li> <li>➤ Assist and supervise with deliveries to the home</li> <li>➤ Restocking store rooms/cupboards</li> <li>➤ Maintaining all equipment and tools in a clean, safe and secure manner</li> <li>➤ Ensuring any outbuildings and areas where waste is stored are kept in a clean and tidy condition</li> <li>➤ General grounds maintenance such as sweeping paths, driveways, car park and clearing rubbish</li> <li>➤ Clearing snow from entrances and exits and putting down grit</li> <li>➤ Cleaning signage/lighting outside the home</li> <li>➤ Maintaining upkeep of external gates/fences/rails/garden furniture</li> <li>➤ Assisting the gardener with upkeep of hedges/lawns/borders if required</li> </ul> </li> </ul> <p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>• To take reasonable care of the health and safety of yourself and all other persons who may be affected by your acts or omissions at work</li> <li>• To adhere to all infection prevention and control policies</li> <li>• To ensure your own personal hygiene and cleanliness is of the highest standard and uniform/PPE is worn as per policy</li> </ul>
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# Sapphire Court

	<ul style="list-style-type: none"> <li>• Understanding of, and adherence to, COSHH regulations/principles/policy</li> <li>• To report any concerns regarding, for example, hygiene, faults, accidents, incidents, complaints or any other matter of concern in a timely manner to the manager/deputy manager/most senior person on duty</li> <li>• To understand your duty to whistleblow if you witness bad practice/harm to a resident etc in the home</li> </ul> <p><b>Confidentiality</b> To ensure confidentiality of resident information and information relating to the home is not divulged to third parties in line with the home's policy/procedures and in line with GDPR requirements</p>
<b>Supervisory responsibility</b>	None
<b>Training, supervision and appraisal</b>	<ul style="list-style-type: none"> <li>• To complete all mandatory and additional training (training may be online and/or you may be requested to attend in person) in a timely manner</li> <li>• To complete an induction programme</li> <li>• To attend and participate in alternate monthly supervision with manager/deputy manager</li> <li>• To attend and participate in annual appraisal with manager/deputy manager</li> <li>• To attend monthly staff meetings in person or remotely</li> <li>• At least 80% of staff meetings must be attended per year</li> </ul>

## Qualifications:

- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Compassionate and patient-centred approach to care.
- Ability to work independently and as part of a team.
- Proficiency in using patient centred software and other administrative tools.
- A commitment to always maintaining confidentiality and professionalism.

## Benefits:

- Competitive salary and benefits package from GBP 27,500 to GBP 29,744 annually
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on patients' lives.

If you are enthusiastic about providing exceptional patient care and have the skills to support the smooth operation of our care home, we invite you to apply for the above position by sending your resume to [info@sapphirecourt.co.uk](mailto:info@sapphirecourt.co.uk)