

Kehelland Trust Role Profile

Position	Site Maintenance Support Worker
Version	3
Date	February 2018
Purpose of Role:	The Site Maintenance Support Worker has day-to-day responsibility to carry out all on site maintenance and repair works. To provide supervision for Trainees within your areas, ensuring that all tasks are carried out according to the needs of the Trainees and undertaking all Health and Safety responsibilities for these tasks. Carry out all training relevant to the role.
Reporting	
Reports directly to:	The Site Manager.
Direct accountability for the following roles:	1. Trainees and volunteers within the workshop and maintenance areas.
Accountabilities	
	<ol style="list-style-type: none"> 1. To treat people with care, respect and dignity at all times. 2. To work as part of a team undertaking all necessary checks relating to Health & Safety. 3. To comply at all times with all Health & Safety legislation. 4. To report and inform the Team Leader of any faults or maintenance issues relating to the vehicles, premises or grounds. 5. To work at all times within the Trust's policy on the Protection of Vulnerable Adults & Safeguarding. 6. You will need to be flexible in time and duties and location, as required by the service and individuals using the service. 7. To undertake, when required, other duties not specifically mentioned in this Role Profile that are deemed reasonable for the level of accountability. 8. To ensure that all records are maintained accurately and in line with the Trust Record Keeping Policy and Procedures.
Key Competencies	
Personal Development:	<ol style="list-style-type: none"> 1. Assist with the planning and implementation of changes to the core service offering. 2. To support and encourage people in their daily activities as stated in their Individual Support Plans. 3. Manage your own resources and professional development, taking part in annual appraisal and continuing professional development. 4. To be aware of and demonstrate adherence to Policies & Procedures e.g. Code of Conduct, national legislation, Health & Safety and Safeguarding. 5. To work successfully as a member of a team supporting people using services, participating in and contributing to team meetings.
Role Specific Competencies:	<ol style="list-style-type: none"> 1. To organise own workload to ensure that deadlines are adhered to using effective time management techniques. 2. To be flexible to ensure that the service is delivered efficiently and a willingness to undertake other duties to maintain service delivery if requested. 3. Ensure that the service is Customer Focused and continually reviewed so that any improvements are quickly identified and implemented. 4. To carry out general duties of a professional driver including making deliveries and collections. 5. Responsibility for the routine maintenance of the site. Sufficient knowledge to identify faults and ensure that these are dealt with promptly. 6. To have an aptitude for supporting people with their personal care and mobility needs and provide practical help with the use of care aids and equipment. 7. An ability to undertake manual and person handling duties.
Internal and External Communication:	<ol style="list-style-type: none"> 1. To ensure effective communication with staff, customers and external partners. 2. Evidence of the successful use of communication skills and ability to be diplomatic and work on a one to one basis in the community. 3. Evidence of an approachable manner and an aptitude for supporting people with learning disabilities. 4. To represent the Trust positively and promote the ethos of the Trust. 5. Continually promote Equal Opportunities in line with the Trust Equality and Diversity Policy.

Kehelland Trust Person Specification

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CRITERIA	ESSENTIAL	DESIRABLE
Education and Qualifications	<ol style="list-style-type: none"> 1. Requirement to have knowledge of or be prepared to undertake training for the following: <ul style="list-style-type: none"> • Trade Qualification • First Aid • Manual Handling • Health & Safety • Equality & Diversity • Safeguarding • Common Induction Standards • Driver Improvement Training. 	<ol style="list-style-type: none"> 1. Certificates/ proven experience in the following: <ol style="list-style-type: none"> a) Safe use of chainsaw b) Tractor driving c) Use of mowers 2. NVQ in Health and Social Care.
Previous Experience	<ol style="list-style-type: none"> 1. To be able to demonstrate multi skilled knowledge of a variety of trades e.g. carpentry, minor plumbing. 2. Experience of working within site maintenance or building environment. 	<ol style="list-style-type: none"> 1. Experience of Safeguarding Adults policies and procedures. 2. Experience working with people with learning disabilities/ physical disabilities, elderly and/ or people with anxiety and depression. 3. Previous horticultural experience.
Knowledge	<ol style="list-style-type: none"> 1. Commitment and understanding of Equality and Diversity. 2. To be able to understand data effectively. 3. Demonstrates ability to read and write routine reports and records. 	<ol style="list-style-type: none"> 1. Knowledge of Quality marks and systems (e.g. CQC, QAF). 2. Previous experience and/or knowledge of working with a charity.
Skills	<ol style="list-style-type: none"> 1. Able to work using own initiative and accept responsibility for own decision making. 2. Ability to plan and prioritise own workload. 3. Ability to cope well under pressure. 4. Be prepared to undertake personal development and training opportunities. 5. Excellent communication skills. 	<ol style="list-style-type: none"> 1. Driver Improvement Training. 2. Demonstrates ability to input information using a computer.
Other	<ol style="list-style-type: none"> 1. Subject to a clear DBS list check. 2. Full, clean driving license. 	