



## Marie Curie Job Description

|                |                                    |
|----------------|------------------------------------|
| Job title:     | Maintenance Assistant              |
| Department:    | Facilities                         |
| Location       | Marie Curie Hospice, West Midlands |
| Reports to:    | Maintenance Supervisor             |
| Accountable to | Facilities Manager                 |

### Job Purpose /Summary

Work closely with the Maintenance Supervisor to ensure the hospice and the equipment is safe and complies with all relevant regulations and that all our staff are supported in delivering top class care to our service users .

### Key Relationships

- Maintenance Supervisor
- Facilities Manager

### Accountabilities (Duties & Responsibilities)

- Carry out maintenance tasks and small works, including but not limited to the following;
  - Interior fabric of the building
  - Fixtures and furnishings
  - Exterior fabric of the building, paths, roadway and grounds
  - Basic plumbing e.g. blocked drains
  - Basic electrical, e.g. lamp changing
  - P.A.T. testing (training provided)
  - Minor decorating (touching up and making good)
- Carry out visual inspection, function checks and testing, including but not limited to the following;
  - Safety and security systems
  - Fire detection and alarm systems
  - Emergency lighting and standby generator
  - Medical equipment and Medical gases (training provided)
  - Water hygiene and safety systems
- To support and assist other members of the team and external contractors when required
- Carry out Porterage tasks, including but not limited to the following;
  - To receive and check any type of supplies or goods delivered to the Hospice.

- To assist with routine collections and other errands that may be required. E.g. specimens and blood products (training provided)
- To set up meeting rooms and IT equipment
- The movement of furniture, property, equipment, supplies and stock as and when required. This includes setting up conference and meeting rooms as requested
- To assist hospice staff, families and patients as required

## **General**

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.**



## Marie Curie Person Specification

Job title: Maintenance Assistant

| Criteria               | Essential   | Desirable  | How assessed |
|------------------------|---|--|--------------|
| Skills / Abilities     | <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to foster good teamwork</li> <li>• Ability to prioritise work effectively and efficiently</li> <li>• Flexible and creative approach to problem solving</li> </ul>   | <ul style="list-style-type: none"> <li>• PC literate</li> </ul>  | Application  |
| Knowledge & Experience | <ul style="list-style-type: none"> <li>• An appreciation of technological advances in building management and maintenance systems</li> <li>• An understanding of the basic Health &amp; Safety employee responsibilities</li> <li>• An understanding of the Risk Assessment process applicable to the role</li> <li>• Recent experience of working in a similar role</li> <li>• Previous experience of Health &amp; Safety at Work regulations</li> </ul> | <ul style="list-style-type: none"> <li>• An appreciation of COSHH regulations</li> <li>• Experience of working within a Healthcare environment</li> <li>• Experience of using Building Management Systems</li> </ul> | Application  |

|  |  |  |             |
|--|--|--|-------------|
| Qualifications, training and education | <ul style="list-style-type: none"> <li>• Extensive and recent relevant experience</li> <li>• Good basic educational qualifications</li> </ul>  | <ul style="list-style-type: none"> <li>• To have served a recognised apprenticeship in the construction industry or allied trades.</li> <li>• IOSH accredited</li> </ul> | Application |
| Other requirements                     | <ul style="list-style-type: none"> <li>• Ability to exert moderate physical effort</li> <li>• Be flexible with working hours when workload demands</li> <li>• Current driving licence</li> <li>• To provide operational cover as appropriate in absence of Supervisor</li> </ul> |  |             |

**Where appropriate , reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities**



## Marie Curie Terms & Conditions

|                          |  |
|--------------------------|--|
| Job title                | Maintenance Assistant                      |
| Salary scale             | MCJES Grade B                              |
| Annual leave entitlement | 33 days (including 8 bank holidays)        |
| Notice period            | One Month (after first six months service) |
| Working hours            | 35 hours per week                          |
| Disclosure Check         | Standard                                   |

### **Other benefits**

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems