



JOB DESCRIPTION

Job Title:	Maintenance Worker
Responsible to:	Maintenance Team Leader
Salary Grade A:	£15,405 - £16,573 per annum
Hours:	37 hours per week, Monday to Friday, with some flexibility to meet the demands of the role
Benefits:	<p>Oasis Aquila Housing operates a contributory group personal pension plan and in accordance with the Pension Act 2008, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2% of their salary. The employer contribution is currently set at a contribution of 7%.</p> <p>25 days holiday per annum, plus statutory holidays, increasing to 30 days per annum after two complete annual leave years in employment.</p>

Job Purpose: To carry out maintenance and repair work to a high standard. To maintain Health & Safety standards in relation to work undertaken and the physical condition of properties. To liaise with external contractors where necessary.

Organisation Context:

Oasis Aquila Housing (OAH) is a Christian response to homelessness and disadvantage providing housing, support and other specialised services. The support provided aims to develop life skills that will enable people to live successful independent lives.

Oasis Aquila Housing is part of the Oasis group of charities. The group includes national charities dedicated to education, housing, and campaigning against human trafficking and we work to a common vision of creating communities in which everyone can thrive and reach their God-given potential.

We welcome applicants from all faiths or none, but it is important that all employees understand and sympathise with the Christian vision, ethos and culture of the organisation. However, it will be an occupational requirement that a practising Christian is needed for some specified roles. This will be highlighted in the qualifications section of the job description and will be clearly stated in the job advert.

Oasis Aquila Housing is a growing charity, with its Central Office in Gateshead, Tyne and Wear.

Duties & Responsibilities:

- Carry out repairs as faults arise and respond to unforeseen decoration and clean up work

- Respond effectively to maintenance matters which impact the health and safety of service users and/or staff
- Carry out internal and external decoration work
- Deep cleaning of furnishings
- Working with the Maintenance Team Leader follow the cyclical maintenance programme covering all the organisation's properties.
- Work in line with the organisation's Health and Safety procedures and HSE guidelines and with due regard to the Health and Safety of self and others
- Periodic PAT testing
- Work with external contractors where necessary
- Work alongside volunteers or trainees as required
- General plastering, painting and decorating to OAH standards
- Removal of furnishings from OAH properties
- General gardening, including lawns, hedge trimming, weeding
- Laying floor coverings
- Basic plumbing
- Repair and replacement of ironmongery and various fixtures and fittings
- Any other reasonable duties as required by the Maintenance Team Leader

Personal Specification/Key Competencies

Qualification

- NVQ in any maintenance skill (desirable)
- PAT testing (desirable – OAH will support training towards a qualification)

Knowledge and Experience

- Time served (desirable)
- Proven Health and Safety awareness (essential)
- Health and Safety responsibilities (desirable)
- Asbestos awareness (desirable)

Competencies

- Ability to carry out practical general maintenance tasks to include:
 - Furniture repair (essential)
 - General repairs to fixtures and fittings (essential)
 - Painting and decorating (essential)
 - Basic joinery (essential)
 - Gardening (essential)
 - Basic Plumbing (desirable)
- Ability to work on own initiative (essential)
- Ability to interact with people from a wide range of backgrounds (essential)
- Ability to maintain a staff/Service User boundary (essential)
- Full UK driving licence (essential)
- Car owner insured for business use (essential)
- Ability to meet the physical demands of the role (essential)
- Basis IT skills (desirable)

Motivation

- To be flexible and adaptable (essential)
- Highly motivated and trustworthy (essential)
- Able to respond to ongoing change (essential)
- In sympathy with the Christian ethos and values of Oasis Aquila Housing (essential)



Guidance on Completing an Application Form

All applicants are required to complete the standard Application Form. CVs are not accepted. The information you give us in your Application Form is the only information that we will use to decide whether or not we short list you for an interview.

Equal Opportunities Monitoring

Please complete the Equal Opportunities Monitoring form included as part of the Application Form. This helps us to measure the effectiveness of our Equal Opportunities Policy. Members of the shortlisting and interview panel will not see the monitoring forms.

Rehabilitation of Offenders Act 1974

You **must** give details of any convictions, cautions, reprimands, or warnings you may have, both spent and unspent.

Advice Notes

Think carefully about the post you are applying for, what the post involves and whether you can match this in terms of your experience, knowledge, skills and abilities.

- Fill in all parts of the Application Form; if some parts do not apply then write N/A (not applicable).
- Please type the Application Form but, if you are unable to do so, please complete in black ink and ensure that your writing is clear and legible.
- List any qualifications and training as well as any **relevant** experience in your past and present jobs.
- The Supporting Statement is an important part of the Application Form where you can tell us about your knowledge, skills, abilities and experience which you can bring to the job. This should be no more than 2 sides of A4 in Aerial 11 font.
- If you are successfully short listed, we will aim to contact you at least 5 days before the day of the interview, although this may not always be possible.



Summary of Terms and Conditions of Employment

Please note that the purpose of this document is to only provide an outline of the main terms and conditions of employment. This document does not form part of any resultant contract of employment.

Appointment

Your appointment is subject to:

1. An enhanced DBS clearance (depending on the role)
2. At least two satisfactory references
3. Evidence that you are legally entitled to work in the UK (which will be checked at interview)

Hours of Work

Full time equivalent hours are:

Central Office 37 hours over 5 days

Residential Projects The number of hours worked each week varies according to the rota which includes evenings, weekends and bank holidays. Refer to the relevant Job Description. 2 increments are paid for unsocial hours.

Community Projects 37 hours over 5 days

Casual/Bank Staff 'as and when needed'

Annual Holiday Leave

The annual leave year runs from 1st September. Entitlement is the equivalent of 25 days plus statutory holidays per annum, increasing to 30 days after 2 years full service, pro rata for part time staff.

Part time workers will have their holidays calculated as follows: 25 days (or 30 days) divided by 37 multiplied by the agreed hours of work. Public/Bank Holidays are also calculated on a pro rata basis.

Holiday entitlement is equivalent to 12.07% of the hours worked in each holiday year.

Salary

Salary is paid monthly by BACS transfer into a Bank or Building Society account specified by you normally on the 26th of each month.

Probation

All new employees are required to complete a probationary period which is specified in your Employment contract. During the probationary period you will have regular reviews of your performance. On successful completion of your probationary period you will be confirmed in post.

Pension

Oasis Aquila Housing operates a contributory group personal pension plan and in accordance with the Pension Act 2008, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2% of their salary. The employer contribution is currently set at a contribution of 7%.

Life Assurance

Oasis Aquila Housing life assurance policy, through Omnilife, is open to all staff who earn in excess of £6000 per annum. If you are on a contract with variable hours below this level we will discuss with you in person if you are eligible to join the scheme. This scheme provides a 'death in service' benefit to any nominated beneficiaries in the event that you die whilst in our employment.

Sickness

If, through sickness or injury, you are incapable of performing any of the work you are employed to do, the Employer will pay you statutory sick pay ("SSP") in accordance with its legal obligations. For SSP purposes your qualifying days will be your normal working days.

Notice period

After the expiry of the probationary period, the period of written notice to be given by either party to terminate your employment is stipulated in your Contract of Employment and will be at least 4 weeks.