

Maintenance assistant

candidate Brief



mission statement

To offer ‘Peace of Mind through Trust and Understanding for All’



vida healthcare

Committed to providing the highest quality care for people living with dementia.

Vida Healthcare is a specialist dementia care provider based in Harrogate, North Yorkshire. Our three purpose-built care homes – Vida Hall in Starbeck, Vida Grange in Pannal and Vida Court in Harlow Carr all offer quality, person-centred care, state-of-the-art facilities and all the comforts of home.

OUR ETHOS OF CARE

**We are committed to providing quality care**

Every person receiving our service will experience quality care. It is essential to us that excellence remains at the forefront of our efforts.

**We will use the most up to date information available to us**

We will use the latest research, emerging evidence and professional literature, in conjunction with our own in-house clinical expertise to provide the highest standards of care.

**We will always respect and protect the rights of our service users and deliver high quality, compassionate care**

Through a comprehensive induction and ongoing training programme, our staff will have a clear understanding and respect for the core values which underpin the care and support we provide; respect, dignity, fairness, equality and autonomy.

**We will approach our duties within Vida Hall, Vida Grange and Vida Court with sensitivity and respect**

We will aim to adapt our ways of working whenever possible to cater for people’s needs and routines. We will respect our residents’ privacy and involve them in decisions which affect day to day living within the home.

**We believe the employees of Vida Healthcare are its greatest asset**

Vida Healthcare supports its staff to meet their personal responsibilities in relation to the knowledge and accountability for their own practice. We are committed to providing ongoing staff supervision and appraisals, structured training programmes and individual training objectives to allow for professional growth and development.



Job Description

Maintenance Assistant

**Reports to:** Operations Manager

**Job Summary**

Ensuring the upkeep and maintenance of the home’s sites, buildings, mechanical systems, specialist equipment and general contents.

**Person Specification**

**Professional Requirements and Experience**

* Good listening and communication skills
* Capable of prioritising a busy and varied workload
* Flexible, can-do attitude
* Friendly and Polite
* Ability to work as a team and independently
* Excellent problem-solving

**Knowledge and Expertise**

* A sound understanding of Health and Safety regulations including COSHH and risk assessment
* Good written and verbal communication skills
* Ability to create and maintain working relationships with residents, colleagues and contractors
* Keen to learn and improve own performance
* Will go the extra mile to help fulfil customer’s needs
* Displays a ‘can-do’ attitude to work
* Enjoys working in a team
* Shares ideas with others (to make improvements)

**Responsibilities**

* Check maintenance books daily and carry out repairs as required. Liaise with the Operations Manager to book contractors as required
* Complete all mandatory daily, weekly, monthly, quarterly, and annual checks as required.
* Familiarisation with all home emergency procedures including how to deal with fires and gas leaks.
* To take part in all emergency drills in support of wider team education and training.
* Undertake maintenance, safety checks and cleaning of specific items of equipment as directed by the Operations Manager, including, but not limited to, fans, ventilation/air flow grilles, wheelchairs, profiling beds etc.
* Undertake basic electrical checks (visual and PAT) of equipment and appliances as directed by the Operations Manager.
* Ensure that all ‘in house’ fire checks are completed as required including, but not limited to, fire doors and door retainers, fire alarm call points, emergency lighting.
* Maintain and store all tools and equipment in a safe, and clean and secure manner.
* Receive and distribute orders to the home as directed.
* Ensure storage areas are clean, tidy and organised at all times.
* Undertake redecoration works as directed by the operations manager.
* Undertake grounds maintenance (litter picking).
* Being on-call work as per a published rota and Company Policy, working across the group, out of hours, as required, in response to maintenance emergencies at any of the Company’s care homes.

**Data Protection**

* The Company’s Data Protection Policy is available on the Vida Policies platform. All job roles within Vida Healthcare are required to adhere to the Company’s Data Protection Policy at all times when handling personal data in the course of executing their role responsibilities. Failure to comply with the Company’s Data Protection Policy may be dealt with under the Company’s disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

**General requirements**

* Adhere at all times to Company Health and Safety Policies and maintain a clean, uncluttered, and safe environment for residents, members of the public, and staff.
* Adhere at all times to Company Policies relating to Conduct including Confidentiality Policy, Smoke-Free Policy, Standards of Attendance, Appearance, and Behaviour.
* Take responsibility for their own ongoing learning and development in order to maximise their potential.
* Represent Vida Healthcare to provide the highest possible standard of service to residents and members of the public, by treating all those one comes into contact with in the course of one’s work in a pleasant, courteous and respectful manner.
* Staff at Vida Healthcare will share the Company’s values and commitment to providing the highest quality, compassionate care.
* The Maintenance Assistant, along with all other roles within the Company, carries the responsibility for safeguarding and promoting the welfare of our residents.

*This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to review periodically.*

what we offer

Hours and salary

* 24 hours per week
* £15,779 per annum (£12.64 per hour)

Membership of a workplace pension scheme (where eligible)

Salary sacrifice schemes (where eligible)

* Cycle to work
* Pension

Staff referral scheme

Employee Assistance Programme

* A free, confidential health and wellbeing service for all of our employees and their immediate families

Healthcare Cash Plan

Blue Light Card

* The discount service for the emergency services, NHS, social care sector and armed forces, providing members with thousands of amazing discounts online and on the high street

Free on-site parking

Excellent working conditions and environment

Free access to Vida Academy

* We support all our staff, from new starters right through to senior managers, to learn and develop in their role. Vida Academy promotes lifelong learning across the organisation and establishes our staff as dementia ambassadors

how to apply

All candidates must complete our application form, including a personal statement outlining how they meet the requirements for the role.

To provide false information is an offence and may result in your application being rejected, any offer of employment being withdrawn, or summary dismissal if already appointed.

Selection for interview will be undertaken by a panel. Each panel member will assess which candidates most closely meet the necessary experience and skills criteria for the role. At least one member of the interview panel will hold a current Safer Recruitment Certificate.

**Candidates must have the right to work in the UK as we cannot offer sponsorship for this role**

We reserve the right to close the vacancy if a suitable candidate is identified during the recruitment process.



We look forward to receiving your application.