

Job Description & Person Specification

Job Title Facilities Assistant	
Responsible to	Facilities Manager
Responsible for	N/a
Department/Location	Facilities, Platters Farm Lodge
Date/ Version	May 2022
Purpose of job	
Key Responsibilities	<ol style="list-style-type: none"> 1. To carry out day-to-day maintenance of the Foundations homes and grounds including any faults or repairs which may need to be corrected within your capability and company guidelines. 2. To assist the Facilities Manager with keeping the buildings and grounds clean and tidy. 3. Respond in a timely manner to all maintenance requests and concerns raised by residents, family members and team members according to the homes reporting maintenance request log or system. 4. Demonstrate commitment to service users and working in their home by being polite, friendly, and tidying up at the end of the job. 5. Be flexible and prepared to work at other Strode Park Foundation sites as required to provide support. 6. Undertake routine tasks and specific projects as directed by the Facilities Manager. 7. To report any difficulties or problems within the Foundation buildings and its grounds to the Facilities Manager as soon as possible. 8. Carry out monthly, weekly, and daily routines as instructed by the Facilities Manager. 9. Help to provide liaison with external contractors and repairers. 10. To observe the requirements of the Foundation's Health and Safety Policy to ensure that we are always compliant. 11. To support the aims and objectives of the Foundation and play a full and active part in always working so that this post is providing the highest standard of care to people who use our services. 12. To fully participate in all supervision and assessment to ensure personal and professional development takes place to the highest standard. 13. The above list is not exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.

Expectations	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our service users inform and guide your work wherever possible. 3. Adhere to professional standards and legislation in relation to CQC. 4. Adhere to relevant legal and statutory requirements including the Data Protection Act (always ensuring appropriate level of confidentiality), Health and Safety at Work Act (always ensuring the Health and Safety of own and others) and any other relevant law/legislation. 5. Develop positive relationships with colleagues and other key stakeholders. 6. Keep abreast of internal and external developments and respond accordingly 7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision, and appraisal so that always this post, either directly or indirectly, provides the highest standard of care to people who use our services. 8. Attend and contribute to staff training and any other training identified as appropriate for the role. 9. Contribute to making SPF an environmentally friendly workplace.
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Essential Criteria	<ol style="list-style-type: none"> 1. Previous experience in a similar role. 2. Ability to work as part of a team and with other stakeholders in a collaborative and engaging way. 3. Demonstrate understanding and commitment to SPF's aims, values and objectives. 4. Commitment to your own continuing professional and personal development.
Desirable Criteria	<ol style="list-style-type: none"> 1. Direct or indirect experience of disability or supporting those with disabilities. 2. Basic English and maths. 3. Full clean driving licence and access to own vehicle.
Signed (Employee)	
Print Name	
Date	