



Maintenance Assistant

Job Description

Title	Maintenance Assistant
Employer	Lake District Calvert Trust
Reporting to	Maintenance Manager
Salary scale	£19,500 - £20,500
Location	Little Crowthwaite, Keswick, Cumbria CA12 4QD
Working Hours	Monday to Friday 37.5 hours per week. Occasional weekend and evening work will be required.

WHAT WE DO:

The Lake District Calvert Trust is a charity that challenge disability through outdoor adventure. We provide fun-filled outdoor adventure for all, with our adapted equipment and specialist knowledge, offering an experience like no other to people with disabilities, their friends and family.

We are a small team who are passionate about people achieving their potential using the challenge of adventurous activities in the countryside in order them to develop, change perception and make positive and lasting changes to their lives.

Our vision and values are people focused, it is important that we focus on our people and continue to make Calvert Lakes an amazing place to work.

ABOUT THE ROLE:

The general maintenance member is an integral part of our Team and is responsible for the upkeep of the Centre properties, grounds and hydrotherapy pool. Essential training in specialist facilities, such as maintaining our hydrotherapy pool, will be provided.

These are the values that drive us:

- Flexible** - we **adapt** and **innovate**
- Ambitious** - we **stretch** ourselves and others
- Inspiring** - we **encourage** and **stimulate**
- Sensitive** - we **understand** and **empathise**
- Imaginative** - we see **beyond** the **obvious**

Health, Safety and Environment

- Act responsibly in relation to all matters which may affect the Health and Safety of yourselves and travelling between sites, and to adhere to safety regulations at all times
 - Observe all safety procedures and instructions, and assist in maintaining a safe workplace and reporting any accidents, hazards, near misses, damages or defects to tools and equipment to the appropriate person
 - Wear appropriate protective equipment (PPE) and use any safety devices provided by the Trust at the relevant times
 - Report (and deal with, where relevant) any safety hazards, defects, near-misses or health and safety problems immediately
-

Key Responsibilities

This job description is not intended to be a full list of duties but to give a guide to the key areas of work.

1. Performing operational checks and procedures required under health and safety requirements including, but not limited to, checking pool water, vehicle checks, basic fire safety checks.
2. Undertake minor repairs and carry out routine maintenance work on the Trust's properties and grounds. Ensure facilities are maintained to a high standard.
3. Responsible to ensure maintenance work and repairs are completed on time with any issues reported as required via correct reporting channels.
4. Day-to-day responsibility to monitor and maintain our hydrotherapy pool to ensure its correct operating condition.
5. Undertake essential safety checks and monitor the condition of buildings, plant equipment, grounds and vehicles. Repairing and reporting faults/defects as necessary.
6. Monitor and maintain our stock of maintenance consumables, equipment and tools.
7. Act as a 'Fire Warden' for all sites and carry out safety checks of the fire alarm system.
8. Work closely with the senior housekeeping and catering staff, supporting them where necessary to carry out their cleaning duties and catering provision.
9. Comply with the Trust's Health and Safety policies and procedures and ensure that relevant legislation is followed.
10. Complete relevant qualifications and training required to comply with health and safety legislation or best practice.

Other Responsibilities & Duties

1. At all times to represent the Lake District Calvert Trust in a professional manner.
2. Assist other teams and departments as required in order to ensure the effective operation of the Trust.
3. Undertake any other reasonable duties as requested by the Centre Director, Property Manager Calvert Lakes Centre Manager or Reconnections Head of Service.

Person Specification

Requirements	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Driving Licence • Willingness to learn new skills 	<ul style="list-style-type: none"> • Qualifications in a range of relevant trades and skills. • Experience maintaining property, facilities, grounds or equipment. • A pool plant operator's qualification. • Driving licence with D1 minibus entitlement.
Key skills and competencies	<ul style="list-style-type: none"> • Commitment to accuracy and attention to detail. • Ability to plan, balance and manage competing priorities. 	<ul style="list-style-type: none"> • An understanding of the issues faced by people with disabilities.
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated, reliable, efficient, organised and able to work well unsupervised. • A creative and proactive approach to all areas of work with a 'can do' attitude. • Strong team working focus with a flexible and adaptable approach to meet demands across the whole organisation. 	
Other	<ul style="list-style-type: none"> • Ability to work occasional evenings/weekends. 	<ul style="list-style-type: none"> • Good written English skills.

Conditions of Service

This role requires considerable flexibility, enthusiasm and dedication. Being a 24/7 organisation this job will involve some irregular hours as well as some weekend and evening work in order to ensure facilities are available to our visitors. Commitment and an appropriate work ethos are essential to ensure certain functions are completed within defined timescales for the smooth operation of the organisation.

Contract: This position is on a permanent contract.

Hours: 37.5 hours per week with some weekend work and evening sessions.

Holidays: 28 days per annum, including Bank Holidays. An additional day's annual leave is accrued for each year's service up to a maximum of five additional days. Up to 10 days are required to be taken over the Christmas closedown period.

Pension: The Trust operates an occupational pension scheme with defined contributions, the National Employment Savings Trust (NEST) and for eligible and non-eligible jobholders enrolled in the scheme both the employer and the employee will make a contribution. Eligible jobholders, as defined by the legislation, will be automatically enrolled into NEST, unless you decide to opt-out.