

**JOB DESCRIPTION**

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| **Job title**  | Office Maintenance Worker |
| **Responsible to**  | Central Services Manager |
| **Remit of the post covers**  | North Kent |
| **Department**  | Central Services |
| **Hours**  | Part time, 10 hours per week  |
| **Salary**  | £9.97 |
| **Length of contract**  | Permanent  |
| **Location**  | Dartford – Office base |

**Purpose of the Post**

This post is to carry out routine maintenance and handyman duties for our offices in Dartford, Gravesend and Medway.

**Structure of the Post**

The Maintenance worker will be supervised and managed by the Central Services Manager and be accountable to the Board of Trustees of North Kent Mind.

The post will be based in the North Kent Mind Offices at The Almshouses, 20 West Hill Dartford, Kent DA! 2EP but travel to other North Kent Mind sites and external meetings will be regularly required, for which travel expenses are payable. It is a condition of employment that the postholder is prepared, whenever applicable, to travel to and work at any of our premises as required within reasonable travelling distance on a temporary or permanent basis. This mobility is essential to the smooth running of our business.

The Maintenance worker will have shared access to a company vehicle, which will be used for work purposes only and during working days and hours.

**A: DUTIES OF THE POST:**

These duties apply to all North Kent Mind Staff, whichever service they work for.

1. To work within a framework which:

* Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
* Promotes Social Inclusion, Empowerment, Well-being, and the Recovery Model
* Respects, encourages, and builds on individual clients’ coping strategies, skills and autonomy.
* Maintains good liaison with any other outside agencies as is necessary.
* Promotes good joint working, links and cross-referral with North Kent Mind colleagues

2. To participate in supervision and appraisal

3. To attend Staff Meetings and service team meetings.

4. To attend training/meetings and some annual events as required

5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

**B: DUTIES OF THE POST: SPECIFIC (Maintenance )**

* To carry out maintenance tasks within the north Kent Mind offices as directed by the Central Services Manager and Facilities Co-ordinator
* To clear gutters, take on small painting jobs, change florescent tubes when required
* To move items of office furniture from one office location to another
* To be available to open up offices for other contractors who would need to do work in the offices and to oversee this
* To assist the Facilities co-ordinator is moving office furniture within our offices
* To do small repair jobs i.e on wood work, putting up shelves, changing washers on taps.

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**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| Awareness, knowledge and understanding of maintenance jobs (plumbing, painting skills, woodwork, construction, flooring, etc.), repairs, re-decorations. | ✓ |  |
| Ability to complete maintenance jobs indoors and outdoors | ✓ |  |
| A non-judgemental attitude to mental health service users | ✓ |  |
| Ability to work within a team | ✓ |  |
| Excellent communication skills | ✓ |  |
| An understanding of the need for strong professional boundaries | ✓ |  |
| Proactive and flexible approach to problem solving | ✓ |  |
| Good organisation skills | ✓ |  |
| Able to work on own initiative | ✓ |  |
| Car driver/owner | ✓ |  |
| Ability to work flexible hours | ✓ |  |
| Ability to take on physical duties (moving furniture, equipment, bulk, waste…) | ✓ |  |