



## **Maintenance Assistant (Estates) Full Time: Permanent contract**

### **Job Description & Personal Specification**

#### **Overview**

**Centre:** Whitemoor Lakes

**Position:** Maintenance Assistant

**Reporting to:** Estates Manager

**Hours:** 37.5 hours per week

Usual hours of work: Monday – Friday: 8.30am – 4.30pm, with occasional evening and weekend work.

***On-call required outside of the above times, on a rota basis, which may lead to occasional emergency callouts outside normal working hours.***

**Role Type:** Permanent full-time contract.

**Overall Purpose:** To provide support to, and work directly with, the current Estates Manager to ensure the continuous maintenance needs of the centre are met.

#### **Job Description (in brief)**

Responsibilities to include:

- General problem solving and carrying out general repairs when they arise.
- To carry out routine maintenance throughout the centre according to planned schedules.
- To carry out maintenance checks and repairs to accommodation and venues.
- Ensuring the centre is kept in a safe condition for everyone.
- Assist with practical support for guests and groups such as room repairs, or venue set ups.
- Maintaining records and testing equipment.
- General electrical maintenance tasks including Isolating circuits, changing sockets and switches, rewiring a plug safely, tracing faults in main circuits, AV, Testing cables, PA, and sourcing replacements.
- General woodwork tasks including door and window repairs internally and externally including timber repairs.
- General plumbing tasks including kitchens, heating, bathrooms etc. Keeping the boilers running, programmers and fault finding, maintaining safe water temperatures for guests.
- Assisting in maintaining Alarm system and gate electronic systems
- Help design, ongoing development, and implementation of planned and preventative maintenance program.
- Liaising with outside contractors working in the centre and ensuring the procedure for this is maintained.
- To assist in any other task that may be required for the smooth running of the centre.
- To be part of an on-call rota, to assist with issues that may arise outside of regular working hours. Occasional emergency call-outs maybe required when a telephone call can not rectify the issue.
- To undertake relevant training. This maybe a combination of on-line and in person training.

**Continued.**



The Job Profile:

Using and expanding your present abilities by experience and practical training. Safe basic electrical repairs. Basic plumbing knowledge and practical applications. Woodworking – especially repairing damaged doors, windows, and other item. Decorating upgrades or repairs inside and out and keeping grounds safe, enhancing facilities and appearance of the centre. Monitoring and maintaining building services. Health and Safety compliance of the centre buildings, services, and site. Qualifications and or experience in any of these areas would be advantageous

The post will have a 6-month probation period and subject to an enhanced DBS Check, with appropriate training and support provided.

**Personal Specification**

**PERSONAL QUALITIES: Essential -**

- Be sympathetic to our Christian Ethos.
- Act with integrity in accordance with the organisation's values.
- Need to be able to work under own initiative, adaptable, self-motivated, and pro-active. To be committed team player and willing to learn new skills.
- A flexible approach to working hours Excellent communication skills.

**EXPERIENCE: Essential -**

- Basic building repairs and maintenance
- Be able to work on own initiative following company policy
- Safe use of small industrial / electrical / mechanical equipment

**EXPERIENCE: Desirable -**

- Carpentry experience
- Experience of working at heights.

**QUALIFICATIONS: Essential -**

- Knowledge of basic health & safety legislation.
- A willingness to qualify for electrical installation qualification level 2, paid by us.

**QUALIFICATIONS: Desirable -**

- Relevant qualifications and experience
- Scaffold tower PASMA
- Electrical installation qualification level 2 or above

**KNOWLEDGE & SKILLS: Essential –**

- Be able to maintain accurate records
- Basic mathematical skills and the ability to complete reports and evaluations
- Computer literate

**KNOWLEDGE & SKILLS: Desirable –**

- Demonstrate a Mechanical understanding
- Understands operating procedures and risk assessments
- Ability to diagnose problems and propose solutions

**This job description and person specification dates from January 2026 and may be subject to review at any time as deemed necessary.**