

ROLE DESCRIPTION



ROLE:	Property Maintenance Apprentice
RESPONSIBLE TO:	Property Co-ordinator
REPORTING ROLES:	Not applicable
PURPOSE:	To support the maintenance team to ensure buildings are in a safe working condition

Background

Anglia Care Trust is a charity dedicated to supporting vulnerable people within the local community. Our services give people the stability, support and challenge which is often required in order to enable them to realise their full potential.

We are looking for an enthusiastic Apprentice to join our growing Property Maintenance Team and achieve a Level 2 Property Maintenance Operative Apprenticeship

[Property maintenance operative / Institute for Apprenticeships and Technical Education](#)

The Role

The primary role is to optimise property condition and quality and to ensure the building is kept in a safe working condition. You will need to maintain a high level of quality, providing maximum satisfaction to service users and the team.

By the end of the Apprenticeship, you will understand the mechanism of buildings including electrical, plumbing, plant, safety systems and equipment. You will provide first and immediate response to fault finding, whilst maximising quality and ensuring cost effectiveness. You will ensure prevention of major damage that could result in extensive costs and minimise reactive intervention.

The Person

We are looking for someone who can demonstrate:

- A flexible attitude
- Commitment to quality and the role
- The ability to perform under pressure
- A thorough approach to work and attention to detail
- Ownership of work and follow through to a satisfactory conclusion
- A service user focus
- Ability to create effective working relationships
- An aptitude for problem solving
- Ability to comply with company policies and procedures
- Enthusiasm
- Respect for all stakeholders

- Ability to work as part of a team
- Effective communication either verbally or in writing
- Adaptability

Core Technical Competencies/Skills and Knowledge

By the end of the Apprenticeship, you will be able to use your knowledge and understanding of basic carpentry, electrical, plumbing and decorating to:

- Understand and demonstrate the importance of Health and Safety in the workplace
- Comply with organisational safety, policies and procedures and identify hazards and reduce them
- Consider safety compliance with a diverse sector of client groups
- Understand and demonstrate the importance of working safely at height
- Carry out repairs to the fabric of a building, for example repairs to walls, doors, doorframes, skirting boards or plaster damage to internal walls
- Understand and maintain plumbing and drainage systems, for example repairs to WC systems, leaking taps or water testing and unblocking drains
- Maintain high levels of water hygiene within a building
- Understand and maintain electrical distribution, safe repair of electrical installation to legal requirements, for example replacing damaged sockets, plugs, lighting and fuses.
- Understand and maintain plant, safety systems and equipment
- Demonstrate and implement energy, environment and sustainable practices
- Understand and maintain grounds and external fabrication of a building, such as drainage and guttering
- Understand and demonstrate the safe use of hand tools, for example screwdrivers, power drills, pliers, paper strippers and a variety of other tools used in plumbing and carpentry
- Demonstrate and understand the importance of the control of resources and stock
- Understand and demonstrate the principles of Planned Preventative Maintenance
- Understand how to prepare for refurbishment or deep clean of equipment and surfaces
- Carry out repairs and reactive maintenance
- Understand the importance of customer service
- Record and report information accurately either internally or externally

Additional Information

Salary: £200 per week

Base: The Square, Martlesham Heath

Working Hours: 37.5 hours per week - 9am to 5pm, Monday to Friday with 30 minutes lunch break (this includes one day per week at West Suffolk College)

Annual Leave entitlement: 22 days per year plus Bank Holidays

Entry Requirements: Maths and English understanding and functional application at Level 1