



Whiteley Village  
*A century of caring for the elderly*

May 2017

## VACANCY

### GENERAL MAINTENANCE OPERATIVE

(Previous applicants need not apply)

**Salary Range – £8.90 to £9.79 per hour**

### THE WHITELEY HOMES TRUST

Registered Charity 1103056  
*“A Caring Community”*

This is an exciting opportunity for a Maintenance Operative with good overall understanding and experience of all general maintenance and building trades, including; electrics, plumbing, plastering, carpentry and decorating. The Maintenance Operative will resolve general maintenance issues and assist with planned maintenance activities within the Trust properties and grounds.

What you will be doing:

- Conduct repairs and maintenance to Trust buildings and grounds (including residential properties), carried out on a jobbing basis.
- To oversee and mentor new additions of the Facilities Team ensuring they have access to the skills they are learning.
- The post holder will organize and program efficiently daily workloads in conjunction with the Facilities Manager and deal with the normal problems associated with general maintenance repairs.
- Conduct planned preventative inspection, testing and repairs to pre-set program.
- Book materials required out of internal stores.
- Complete work order sheets, PUWER sheets and time sheets.
- Carry out duties relating to the work of the department as required by Management.
- Redecoration works as and when required – internal and external
- Basic plumbing to Trust properties
- Basic electrics to Trust properties
- Basic carpentry to Trust properties
- General caretaking duties
- Health and Safety checks of the Trust grounds
- Assisting within the Estates team for general grounds keeping

**You will be part of an out of hours call out team on rota** (after completion of successful probationary period). Work Hours are Monday to Friday 08:00 – 17:00 with one hour unpaid break (40 hrs per week).

An Enhanced DBS check will be required for this role. Applicants must have a full UK driving licence. Applicants must be able to empathise with elderly residents and provide a courteous & caring service.

**For further details** including Job Description please telephone Fiona on 01932 264546, email [job.enquiries@whiteleyvillage.org.uk](mailto:job.enquiries@whiteleyvillage.org.uk) or write to us at The Whiteley Homes Trust, Human Resources Department, Admin Building, Whiteley Village, Walton on Thames, Surrey KT12 4EH

**Closing date 21<sup>st</sup> May 2017**