MILL ON THE BRUE
outdoor activity centre

Maintenance Assistant – would suit a sub-contractor

Reports to: Head of Maintenance

Salary: To be negotiated

Hours: 2 days per week – actual hours 14 hours per week

Holiday: 11.2 days / 78.4 hours

Level of disclosure check: Enhanced

Job Overview:
Working with the Head of Maintenance to maintain the buildings, equipment, vehicles and grounds at Mill on the Brue Outdoor Activity Centre.

Job Role and Responsibilities:

- Maintenance of the residential and staff accommodation as directed
- Undertaking scheduled and preventative maintenance work including painting and decorating, electrics, plumbing, carpentry and general repairs and building work
- Keeping the maintenance folder up to date for internal and external suppliers
- Purchasing of materials and equipment
- Reading gas, water, solar and electrical meters regularly, recording the readings and submitting
- Ensure the Centre always has fully functioning services
- Respond to urgent requests to deal with breakages, dangers and safety issues
- General maintenance and care of drainage and water ways including the kitchen fat trap
- Ensuring regular fire checks, PAT testing
- Responsible for maintenance and checking of vehicles
- Possible out of hours work in an emergency, including weekends, evenings, and bank holidays. These will be recompensed by extra time off.

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Essential

- Solid experience working as a Maintenance Assistant or Buildings Assistant
- Knowledge of plumbing, electrical, carpentry and general buildings maintenance
- Candidates should be physically fit and able to work in a multi-level garden and estate
- Experience maintaining a variety of buildings to a high standard
- Candidates should be able to work as part of a team and be self-motivated and able to work alone as required
- Valid Driving License

Mill on the Brue is committed to safeguarding and promoting the welfare of children and young adults and expects staff and volunteers to share that commitment. An enhanced disclosure check will be sought in relation to the successful applicant for this post. This will be shared with HR and may also be shared with the Directors.