

<b>Job Code</b>	<b>Maintenance Operative</b>
<b>Reporting to:</b>	<b>HR Advisor/Office Manager</b>
<b>Purpose:</b>	To ensure Office building is unlocked/secured and general maintenance provided, to support the safe running of the office.

#### **Achieving Results**

- Opening/closing the building in the required timely manner, adhering to the timescales required.
- Ensuring the building is alarmed/deactivated when required.
- Door access control, for all employees/visitors before the receptionist is on site.
- To support the safe running of the office and adhering to the required Health and Safety for all employees/visitors.

#### **Managing the Process**

- General office maintenance.
- General grounds maintenance.
- Weekly fire alarm testing, quarterly emergency light testing and access equipment.
- To record monthly service meter readings.
- Supervise cleaning team, whilst ensuring cleaners waste is placed in secured waste bin store.
- Set up meeting room furniture and room layout as and when required.
- Periodic car park drain cleaning, gritting car park and walkways as and when required.
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

#### **Service First**

- Always deliver a professional service to all.
- Develop relationships with all internal and external customers.

#### **Delivering Quality**

- Work to the required specifications of the job role.
- Deliver the highest standards of maintenance, to ensure a safe working environment.

<b>Technical Skills and Knowledge</b>
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List in the table below the areas of technical skills and knowledge required for the role.

	Basic	Intermediate	Advanced
Able to work under own initiative			
Good communication skills			