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| **TITLE** | MAINTENANCE AND GROUNDS PERSON | **GRADE:** | **7** |
| **FUNCTION/AREA** | SERVICES DEPARTMENT | | |
| **REPORTING TO** | SERVICES MANAGER | | |

**PURPOSE OF THE ROLE**

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| To provide essential maintenance to the grounds and buildings of Bourn Hall Clinic Cambridge and general maintenance services to all other Bourn Hall sites. Provide on-call maintenance support in the case of security, buildings damage and especially energy failure to Bourn Hall Clinic Cambridge. |

**MAIN INTERFACES**

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| **INTERNALLY**: Management and Staff at all levels at all Bourn Hall Clinics. |
| **EXTERNALLY**: Suppliers, Contractors and visitors to all Bourn Hall Clinics. |

**KEY TASKS & RESPONSIBILITIES**

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| To support the Services Department function specifically:   * Responsible for the maintenance of grounds and buildings at all Bourn Hall Clinics. * Responsible for the waste management including clinical waste at Bourn Hall Clinic Cambridge. * Share in the On-Call rota system for emergency response for Bourn Hall Clinic Cambridge. * To participate in the logistics van run rota to other sites in the group, driving the company van to deliver/collect supplies, and cover services requirements at each site. * To provide appropriate support to the security systems at Bourn Hall Clinic Cambridge. |

**MANAGEMENT/LEADERSHIP**

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| N/A |

**ACCOUNTABILITY AREA**

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| Responsible for maintenance and estates functions. |

**AUTONOMY & AUTHORITY**

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| To establish and monitor the Bourn Hall Clinic estates functions such as groundwork and maintenance of the infrastructure of all Bourn Hall Clinics. |

**FUNCTIONAL** **KNOWLEDGE/BUSINESS EXPERTISE**

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| * Comprehensive knowledge of all Service Department facilities and estate management procedures including requirements of the on-call rota duties. * Competent in plumbing, painting and decorating and groundwork. * Working knowledge of fire detection systems, access control and emergency back-up equipment. * Able to conduct regular inspections of facilities to ensure fire safety precautions are being maintained. |

**PROBLEM SOLVING**

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| Able to proactively manage maintenance tasks in the upkeep of all Bourn Hall Clinics. |

**NATURE & AREA OF IMPACT**

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| To provide maintenance backup for all Bourn Hall Clinics without which delays may occur and work patterns would be disrupted. As part of the on-call rota, prompt and effective response to call-out is essential for safety and continuity of the business activities. |

**INTERPERSONAL SKILLS**

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| Able to:   * Communicate at all levels * Manage own workload with minimal supervision. * Work on own initiative, and as part of a team. * Be flexible in approach to hours of work. |

**SPECIAL PROJECTS**

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| Business Support Services refurbishment projects. |

**CANDIDATE’S PROFILE**

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| **EDUCATION/PROFESSIONAL EXPERIENCE**   * Good secondary education (GCSE’s) * Extensive experience in maintenance of buildings and grounds with experience of driving grounds machinery * Experience of working as part of a multi-disciplined maintenance team.   **LANGUAGES**  Good command of English, verbal and written.  **SKILLS & COMPETENCIES**   * Excellent trade skills i.e. painting and decorating, plumbing and general building maintenance * Good communication skills and a self motivated approach * Strong customer service focus and proactive approach * Excellent team worker * Ability to work unsupervised * Flexible regarding working hours * Familiar with health & safety requirements * Good IT skills * Full driving license |

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| **APPROVALS** | | | |
| JOB HOLDER : |  | DATE: |  |
| LINE MANAGER: |  | DATE: |  |