



JOB DESCRIPTION

Job title:	Facilities Assistant
Accountable to:	Facilities Manager
Main Location:	Cotton Hall

About Save the Family

Save the Family is a charity based in Cheshire. We provide a safe community environment combined with tailored mentoring to homeless and vulnerable families. The help offered includes access to training, employment support and issue led support enabling families to get back on their feet and move forward with confidence.

Safeguarding

Save the Family requires all of its employees to abide by its policies on safeguarding and promoting the welfare of vulnerable children and adults. An Enhanced Disclosure and Barring Services (DBS) (Previously known as CRB) check is required with this post. As well as this position being subject to a satisfactory enhanced disclosure, this job offer will also be subject to a minimum of two satisfactory references.

Values and Attitude

The success of Save the Family has spanned over 40 years. We value our people and take great pride in our core values that are embedded through everything we do to CREATE a positive future.



All Save the Family employees are expected to demonstrate the Charity's values by working positively as part of a team delivering vital high-quality services to clients to create a culture where all are valued and encouraged. In return, Save the Family will offer you support, training and development and the best resources that we are able to provide to help you give your best in your work with us.



The Role

This is an important role in our organisation where we require an experienced Facilities Assistant who can assist in the maintenance of buildings and grounds owned or leased by Save the Family. Your responsibilities include contributing to the delivery of a well run facilities team, delivering Day to Day repairs to our properties, regular checks, maintenance, and scrutiny of all locations at our site. Health and Safety checks will form a regular aspect of the weekly programme as will the need to be able to respond quickly either in an emergency or with the need to prioritise your workload. We are a vibrant, yet small organisation and good communication skills are an essential requirement of the role.

How you will make an impact

By being part of our facilities Team, you will contribute to the delivery of high-quality services ensuring that we are providing excellent standards of health and safety and site management services for us.

Principal Accountabilities:

1. Carry out maintenance work both internal and external to the buildings (including decoration), as and when required
2. Carry out programmed health and safety tasks and maintain records demonstrating compliance with set down procedures.
3. Adhere to all Save the Family risk assessments for all maintenance tasks
4. Ensure all duties are carried out in accordance with Save the Family's Health and Safety policies and procedures
5. Maintain and develop the site to a high standard including maintenance of external areas and play areas.
6. Keep the grounds free of weeds, fallen leaves and litter; carry out repairs as necessary
7. Keep the fencing and gates in a safe and presentable condition
8. Establish schedules of equipment maintenance and carry out work where appropriate.
9. Drive all Save the Family vehicles including minibuses, vans, cars, and lawn mowers as required.
10. Support the Facilities Manager at all times and deputise when required.

General requirements:

- Conduct your role in an effective and appropriate manner which meets the requirements of Save the Family in accordance with the *culture, values, aims and objectives* of the charity as detailed in our policy framework and the Code of Conduct for Employees.
- Seek to continuously improve in order that the Charity delivers the best possible service to residents.
- *Positively contribute to the Save the Family team working environment* and participate in regular internal/external meetings as well as in any training required.



- *Act as a positive ambassador for the Charity at all times*
- Attend Save the Family Events in support of raising the profile and much needed funds
- Undertake any other duties that may be required from time to time
- Appreciate that there may be a requirement to lone work, due to the nature of the service
- This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.

NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Charity may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Charity's service, provided that such changes are appropriate to the employee's remuneration and status.

I confirm that I have read and agree to perform the duties and responsibilities contained in this job description.

Name (Please print): _____

Signed: _____

Date: _____



Save the Family

Keeping Families Together

PERSON SPECIFICATION

Post: Facilities Assistant		
CRITERIA	ESSENTIAL / DESIRABLE	METHOD of IDENTIFICATION
Qualifications:		
Trades background	Desirable	Application Form
H&S – an accredited course	Desirable	Application Form
PAT Testing – an accredited course	Desirable	Application Form
Proven Experience:		
Experience of working in other trades (do not have to be qualified) such as joinery, plumbing, painting, tiling & general maintenance.	Essential	Application Form/Interview
Working knowledge of Health and Safety	Essential	Application Form/Interview
Experience of carrying out repairs and maintenance tasks	Essential	Application Form/Interview
Working as a driver in a collection or delivery capacity in a face to face role with the public.	Desirable	Application Form/Interview
Experience of managing contracts	Desirable	Application Form/Interview
Knowledge, skills, and abilities:		
Knowledge of current health & safety requirements	Essential	Application Form/Interview
Good communication skills at all levels	Essential	Interview
Knowledge and understanding of Adult and child safeguarding	Desirable	Application Form/Interview
Car driver with experience of driving minibuses, vans, and towing trailers (Must have a licence to drive a manual vehicle)	Essential	Application Form/Interview
Clean licence	Desirable	Application Form/Interview
Own vehicle insured for business use if required	Desirable	Application Form/Interview
Computer literate and used to working with Microsoft Office/Excel	Essential	Application Form/Interview



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