



General Maintenance Person Application Information

Larchwood Care

Welcome

We are delighted that you have decided to apply to join the Larchwood Care Team.

Larchwood Care was established with the aim of becoming recognised as the leading provider of nursing care in Northern Ireland. We believe every employee, regardless of their position, has an equally important role to play in helping us to achieve this aim.

At Larchwood we **Care for Life** – We see our role as one that encourages and promotes a high quality of life for everyone who lives at a Larchwood home. We provide nursing care of a very high standard, and in doing so, we believe that the quality of each of our residents' lives can be actively improved.

Our employees are what will make our business successful and we do our best to ensure that we recruit the best people possible at all levels.

Having recruited the best people, to retain them we provide our people with appropriate training and personal development so that they can contribute effectively, we reward our people appropriately and we encourage a positive work culture where feedback is encouraged and contribution is actively sought.

Not all of our new employees have experience working as a General Maintenance Person. We believe that if people have the essential qualities required of a Maintenance Person we can provide the training to ensure you become a valuable asset to our business. If successful, we will commit to providing you with on-going training and support to ensure you become completely effective in your role. By promoting a culture of learning, we hope that you will be able to broaden your skills, take on more responsibility and be fully equipped to successfully perform in the role.

This document provides a summary of the role of a General Maintenance Person which you should find useful when completing your application form. Please ensure that you tell us about any information you feel might be relevant to demonstrate your ability to care for others in your application form. We hope that if you are successful in joining us, you will quickly become proud to say that you are an essential part of the Larchwood team.

Grade Grounds Maintenance Person

Description of Duties

Responsible/Reports to:

Management Team

Responsibility for:

General Maintenance of Home

Experience:

Previous experience in a similar role desirable

Essential:

Full Valid UK driving licence

Job Summary and Key Tasks

You will carry out general building maintenance duties to include:

- Ensure the upkeep and maintenance of Nursing Home and surrounding grounds.
- Maintain the Home as a pleasant, friendly and secure place to live.
- Have confidence and ability to carry out required tasks such as basic Plumbing, Joinery, Electrics, Painting and minor repairs.
- Operating equipment and machinery as required to complete tasks.
- Check fire equipment as required by legislation.
- Take an active role in the monitoring of any risk areas regarding the Homes operations and security and advise the Home manager accordingly.
- Care for your own health, safety and welfare as well as that for others.
- Maintaining daily records of repairs/replacements using the “maintenance book” provided.
- Work positively with the Home Manager.
- To promote and maintain equality and diversity throughout the company.
- Any other duties as required to ensure the smooth running of the Nursing Home.
- May be required to work at any of Care Circle’s other sites.

PERSONNEL SPECIFICATION

General Maintenance Person

	Essential	Desirable
Attainments (Education and Experience)	Full Valid UK driving licence	CSR (Construction Skills Registry) Card would be desirable. Experience in the management and securing of premises. Previous experience in a similar role. General building maintenance experience including plumbing, joinery, electrics and painting.
Special Aptitudes		
Disposition	Ability to work on own initiative with minimum supervision. Able to work as part of a team. Good understanding of health and safety within a working environment. Able to take instruction from supervisor. Must be numerate and competent in oral and written communication. The ability to communicate effectively with a wide range of people. Understand confidentiality. Ability to problem solve.	Very positive Friendly Reliable Motivated and enthusiastic Flexible
Circumstances and Availability	Flexible re working hours, early mornings, evenings and weekends and night duties when required Able to work occasional overtime when required	