

**PERSONAL SPECIFICATION - MAINTENANCE OPERATIVE**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualification</b>	A trade or similar qualification and/or experience in maintaining buildings.	<b>Maintenance experience would be in a care setting or similar.</b>
<b>Experience</b>	<p>Experience in carrying out repairs, decoration, basic plumbing and carpentry.</p> <p>Experience in Fire systems checks and other statutory checks, along with associated record keeping to a good standard.</p> <p>Experience with overseeing contractors on site.</p>	<p>Experience in working in the care environment.</p> <p>Experience in testing fire alarms and emergency lighting.</p>
<b>Knowledge and Skills</b>	<p>Able to undertake physical work, carrying and lifting.</p> <p>Able to work at height and use equipment.</p> <p>Experience with handling and operating tools &amp; equipment associated with this role.</p> <p>Knowledge and experience of working to Health &amp; Safety rules and compliance with legislation.</p> <p>Experience in keeping written records, writing reports and present data.</p> <p>Ability to undertake day to day tasks under own direction.</p> <p>Ability to verbally communicate and interact with residents, visitors, and staff.</p> <p>Possess a full driving license free of penalty points, and</p>	<p>Experience in using ladders &amp; stepladders in accordance with work at height regulations.</p> <p>ability to drive the company vehicles, including minibus - subject to age and licence categories.</p>
<b>General Aptitude</b>	Present a positive and professional image of the Home to residents, visitors, and stakeholders at all times.	

	Competent in use of computers and general software systems (e.g., MS Outlook, Word & Excel)	
<b>Personal Qualities</b>	<p>Trustworthy and able to deal confidentially with residents' and business information.</p> <p>Proactive attitude in improving the home environment and safety.</p> <p>Cost effective attitude to ensure value for money spent on materials.</p> <p>Take part in out of hours cover and responding to emergencies when off shift if required.</p>	
<b>Greensleeves Care Values</b>	<p>Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values.</p> <p>1) <b>Respect</b> - You treat residents and colleagues with dignity, and value their unique life experiences and personal contributions.</p> <p>2) <b>Openness</b> - You act openly and honestly, building confidence in our intentions and behaviour. We choose words and actions that are sincere, not misleading.</p> <p>3) <b>Responsibility</b> - You are committed to meeting the needs of others and behave responsibility towards residents and colleagues, being careful of the choices we make.</p>	