

LIVERSAGE TRUST

MAINTENANCE OPERATIVE JOB APPLICATION PACK

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Please return your application in an envelope marked private and confidential and addressed to:

Charity Smith, The Liversage Trust, Board Room, London Road, Derby DE1 2QW

Or alternatively, you can email your application to:
info@liversagetrust.org

CLOSING DATE: Noon on Wednesday 15 March 2023

If, having reviewed the contents of this job application pack, you require further information; please contact Sarah Hulland. Telephone 01332 348155 or email:
sarah.hulland@liversagetrust.org

LIVERSAGE TRUST

JOB DESCRIPTION

1. JOB DETAILS

Job title:	Maintenance Operative
Annual salary:	£25,194
Hours:	37.5

2. JOB PURPOSE

To maintain and improve the Trust's residential housing stock and estates.

3. REPORTING LINES

Responsible to:	Operations Manager
Day-to-day supervision:	Maintenance Team Leader
Responsible for:	None

4. PRINCIPAL ACCOUNTABILITIES AND ACTIVITIES

- 1 Inspecting issues reported by residents and diagnosing any defects
- 2 Carry out general plumbing work including; repairing leaks, replacing taps, toilet repairs, repairs to rainwater equipment and unblocking drains and gutters.
- 3 Carry out enhancements to fittings and fixtures in bathrooms and kitchens including; tiling repairs, replacing shower boards or sanitary ware.
- 4 Carry out general building works including; fencing, minor brickwork and plaster patching.
- 5 Carry out minor electrical repairs, such as replacing sockets, switches and light fittings, once appropriate training has been completed.
- 6 Carry out a wide variety of minor repair and maintenance tasks, such as; redecoration, glazing repairs, adjustments to doors and frames, installing grab rails, changing fluorescent tubes and bulbs, general tidying of garden and estate areas.
- 7 Report to the Team Leader any repair work that requires a specialist sub-contractor because it is outside your area of competence.

4. PRINCIPAL ACCOUNTABILITIES AND ACTIVITIES continued

- 8 Participate in scheduled servicing and maintenance of any tools and equipment and keep in good operational condition throughout.
- 9 Maintain the security of buildings and work areas. Including housekeeping within the workshop and stores area.
- 10 Observe safe working practices at all times, including wearing all protective clothing issued and reporting any accidents.
- 11 Maintain high standards of customer care, particularly when dealing with older residents on Almshouse Estates and when required, working in the Trust's residential care home. .
- 12 Make appropriate purchases of goods from approved suppliers, in line with COSHH assessed products and in accordance with financial procedures.
- 13 Transport tools and materials as required, using your own vehicle where necessary.
- 14 Provide out-of-hours evening and weekend cover on a rota basis, liaising with other staff, contractors, and Derby Care Link to ensure the Trust maintains an effective 24-hour emergency repairs service.

5. FOR COMPLETION BY SUCCESSFUL CANDIDATE

I have received a copy of this job description and accept that the accountabilities and activities attached to the job are as indicated. I understand that the job description is intended to give me an appreciation of the role and range of duties involved in the job. I accept that it is not exhaustive and will be reviewed from time to time.

Signature:	
Date:	

Issue date: 21/02/2023

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PERSON SPECIFICATION

Maintenance Operative

JOB REQUIREMENTS	
Qualifications	
<ul style="list-style-type: none"> GCSE English and Maths, or equivalent City & Guilds / NVQ level 2 building maintenance, or equivalent 	Desirable Desirable
Skills	
<ul style="list-style-type: none"> Ability to assess and diagnose repair requirements Good communication skills Numerate Literate 	Essential Essential Essential Essential
Experience and knowledge	
<ul style="list-style-type: none"> Minimum of 2 years' experience working in a repairs and / or maintenance trade Experience of carrying out plumbing, joinery and decorating repairs Experience of carrying out minor works on domestic electrical installations Ability to use basic Microsoft software, such as Outlook Basic administration associated with record keeping Experience of working in properties occupied by older people and an understanding of their needs 	Essential Essential Desirable Desirable Desirable Desirable
Personal qualities	
<ul style="list-style-type: none"> Good timekeeping Able to work on own initiative Flexible approach Able to function well as part of a small team Able to relate well to older people 	Essential Essential Essential Essential Essential
Job circumstances	
<ul style="list-style-type: none"> Able to work out of hours on a rota basis to manage emergency call outs Own hand tools available for work Willing to undertake training courses relevant to the role, including Electrical Installations Course and Fire Door Inspection Own transport available for work. 	Essential Essential Essential Essential

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JOB INFORMATION MAINTENANCE OPERATIVE

Annual salary:	£25,194
Reporting to:	Maintenance Team Leader
Weekly hours:	37.5
Standard working pattern:	8.30 am to 4.30 pm Monday to Friday, including an unpaid break of 30 minutes.
Additional hours:	Maintenance Operatives are expected to work flexibly and, to share the provision of an emergency out-of-hours service on a rota basis.
Overtime payment:	If you respond to an emergency call outside your normal working hours, you will be paid at time and a half from Monday – Friday and double time Saturday, Sunday and bank holidays. You will be paid for a minimum of two hours.
Holiday:	32 working days, inclusive of 8 public holidays
Holiday service bonus:	One working day after 2 years, four working days after 5 years, and seven working days after 10 years.
Notice period required	Four weeks, following completion of probationary period
Probationary period:	Standard twelve-month probationary period
Occupational sick pay scheme:	After two years' service, 6 weeks on full pay and 6 weeks on half pay
Attendance bonus:	£250 awarded pro rata, on having 4 or fewer days' sickness per holiday year
Optional pension arrangements:	The Trust is statutorily required to auto enrol eligible employees and uses the NEST workplace pension scheme, but you may opt out of this. The Government sets the minimum rate of contribution from both employer and employee.
Location:	Based at the Trust's Maintenance Depot on Keys Street and working on its various estates.
Transport:	Own transport essential and clean driving licence. Car mileage payable at 45p a mile and motorcycle allowance at 24p a mile.
Disclosure and Barring Service:	Enhanced DBS check required

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JOB APPLICATION GUIDANCE AND PROCESS

1. Important guidance to read before you start filling in your application

- Use black ink or type.
- Please do not use staples to attach additional sheets.
- We have designed the form to get information in a consistent layout for everyone applying for the job. We will only consider a CV application if it is submitted as part of a fully completed application form.
- Fill in every section of the form as fully as you can. If you think some parts do not apply, write N/A (not applicable) in the spaces provided.
- Make sure the information you provide is clear, precise, easily understood and appropriate to the job you are applying for. The information you give is what we will use when matching your experience, qualifications, skills and knowledge to the job. We cannot make assumptions about these.
- Read the job description and person specification carefully. Do you have the experience, skills and qualifications that are needed for the job? If so, plan how you will demonstrate this on your form. Make sure you list your qualifications.
- Use the blank section 6 to describe fully the relevant experience, skills and knowledge you bring to the job. Explain how you meet the requirements listed in the person specification. Where possible, give examples of how you match each requirement. Use extra sheets of paper if you need to.
- Don't just repeat your job history or refer us to your current job description – explain what you have learned and the skills you have developed. Relate everything back to the person specification.
- Remember that the experience you have gained outside paid work is also important. Think about work done in the home or voluntary work when you consider how you meet the requirements of the job.
- Before you send your application in, go over it again. We may get a lot of applications for the job and a number of candidates may have similar qualifications and experience. Consider how to make your application stand out and make sure you do yourself justice by accurately describing why you are suitable for this particular job.
- Return your application to us before the closing date / time.

2. Who sees your application

For recruitment purposes, only those employees and Trustees involved with the recruitment process will see it. We use the equal opportunities information in Section 11 to make sure our policies are effective.

3. How we decide who to interview

We only interview someone if their application shows that they meet the essential requirements of the job. The short-listing panel uses the information on your application to assess how far your skills, experience and knowledge match those needed for the job.

4. References

Tell us the names of two people who are not related to you and who will give you a reference that is relevant to your application. The first reference must be from your present or most recent employer. Or, if this is your first job since leaving school or college, your head teacher or lecturer.

Check with your referees that they are happy to support your application before you submit the form.

5. Criminal Record checks

All jobs at Liversage Trust, other than members of the Maintenance Team who do not work regularly at Liversage Court, are liable to involve working in a regulated activity and appointment is subject to your having a satisfactory Enhanced Disclosure and Barring service check.

6. How we decide who is suitable for the job

Usually, at least two or three people and sometimes more will interview you. This will include both Trustees and managers. The questions they ask will be designed to test how you meet the requirements of the job given in the job description and the person specification.

7. Feedback on your application

You can ask for feedback about your application. If you have not been short-listed, you should contact the General Manager and ask for feedback. If you have been interviewed and have not been successful in your application, you should ask for feedback within four weeks of the interview. We usually give feedback by telephone.

8. Complaints

If you want to complain about any part of the recruitment process following your feedback, you should write to the Chair of the Trustees at the Trust's Office within two weeks of receiving your feedback.

LIVERSAGE TRUST – A BRIEF PROFILE

Liversage Trust is Derby's oldest charity, set up under the Will of Robert Liversage in 1529. We are an Almshouse Charity, and proud to be continuing the long tradition of caring for Derby people in their own communities and providing accommodation for those in need.

We have 160 homes for independent older people on four estates across the City, and manage a 40 bed care home; Liversage Court which provides residential care for more frail elderly people. We also provide grants to residents in Derby, who are in hardship, to help them obtain essential household items, and offer limited financial support to people at a time of crisis.



We make a significant contribution to Derby's heritage in maintaining fine, historic buildings. The London Road almshouses of 1836 (left) are a well-known landmark, and grade II listed. Our Nottingham Road estate was declared a conservation area in 1993, largely thanks to our stewardship over the years in maintaining the character and integrity of the area. We have added further almshouses since the 1900's and remain committed to maintain and enhance our portfolio.

We also have a small number of houses and flats which are let without age restriction, and a number of commercial premises which provide an income to support our charitable activities.

Our formal objectives are: to provide relief either generally or individually to Derby residents who are in need, hardship or distress (including but not limited to those who are aged, sick or infirm) through the provision of grants, alms or other residential accommodation, housing, services, facilities and/or goods.

As a Charity, our focus is not about making a profit. We are dedicated first and foremost to ensuring the well-being of our residents. 15 Trustees carefully balance the demands of keeping our costs and charges low, while delivering a great service and ensuring long term sustainability as a charitable organisation. Through good governance and a low risk approach, the Trust is now in the fortunate position to be financially stable and self-sufficient.

The staff team are based in the Trust's office situated at London Road and consist of the General Manager, Operations Manager, Finance Manager, PT Finance Assistant, PT Administration Assistant and Resident Support Officer. A small in-house maintenance team, based at Keys Street, carry out repair and maintenance to our properties and grounds.

Further information about the Liversage Trust can be found on our website:

www.liversagetrust.org