



Bernhard Baron  
Care Home  
*Care Amongst Friends*

**Role Profile:** Multi-trade Maintenance Person

**Accountable to:** Head of Maintenance

**Base:** Bernhard Baron Care Home, Polegate, East Sussex

**Hours:** Full time to include on-call for out of hours

**Salary:** £

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**Purpose of the Role:**

To uphold the Quaker way of life, promoting fairness, equality, and openness and to provide quality service that supports our Residents to live the lives they choose as far as they are able.

**Job Summary:**

We are looking for a skilled and dedicated Multi-trade Maintenance Person to join our team and help maintain the smooth operation of our esteemed care home. The successful candidate will work closely with the Head of Maintenance to ensure the safety, functionality, and overall well-being of our facility, manage maintenance projects, and maintain compliance with relevant regulations and standards.

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**Responsibilities:**

- Complete tasks as directed by Head of Maintenance
- Assist with routine inspections and promptly address maintenance issues to ensure a safe and functional environment.
- Execute maintenance projects, including repairs, upgrades, and renovations.
- Collaborate effectively with external contractors and vendors.
- Ensure compliance with all health, safety, and environmental regulations, conducting risk assessments and implementing preventive measures as needed.
- Maintain accurate records of maintenance activities, equipment inspections, and repairs.
- Optimize the performance of heating, electrical, and other building systems.
- Manage maintenance storage, equipment, inventory, and servicing schedules.
- Provide cover for the Head of Maintenance if required.

**Key Duties include:**

- Perform painting, decorating, and general tasks to maintain the building's appearance.
- Assist with fire alarm tests and evacuation procedures.



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- Carry out preventive maintenance and basic electrical tasks, such as replacing light fittings, bulbs, fuses, starters, and diffusers, adhering to safe working practices.
- Maintain plumbing systems, including sinks, gutters, downpipes, and drains.
- Ensure safe and clear access to the home, including snow clearing and gritting.
- Safely dispose of waste materials according to regulations.
- Perform transportation tasks, including furniture setup and clearing.
- Monitor stock levels and arrange for replenishment as needed.
- Participate in the on-call rota for out-of-hours emergencies.
- Adhere to the maintenance budget and collaborate with the Head of Maintenance on cost-effective solutions.
- Attend to personnel visiting the site, such as contractors and inspectors.
- Maintain equipment to required standards and ensure security of the premises.
- Report emergencies in gas, electric, and water supplies to the Head of Maintenance or Duty/On-call Manager.
- May be required to drive the home car or minibus for various tasks.
- Perform other duties as required to support the care home.

### ***Person Specification***

#### **Experience/Knowledge**

- Proven experience in a similar multi-trade maintenance role, ideally within a care home, healthcare, or similar setting.
- Strong knowledge of building systems, equipment, and relevant regulations.
- Demonstrated problem-solving skills and a proactive approach to maintenance challenges.
- Familiarity with budget management and cost control.
- Relevant technical qualifications in maintenance (e.g., NVQ/City & Guilds) are highly desirable.
- Good understanding of health and safety regulations and practices.

#### **Personal Attributes**

- Friendly, approachable, and able to build positive relationships with residents and staff.
- Strong multitasking abilities with the capability to prioritize tasks effectively.
- Adaptable and dependable, with the ability to work under pressure.
- High attention to detail and a commitment to quality.
- Proactive and resourceful in identifying and addressing maintenance needs.

#### **Qualifications / Education**

- Relevant maintenance qualifications (e.g., NVQ/City & Guilds or equivalent).
- GCSEs in English and Math.



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- Basic IT skills, including proficiency in internet and email usage.
- Full driving license.

### **Skills**

- **Key Skill 1**  
Strong time management skills and the ability to priorities tasks effectively
- **Key Skill 2**  
Proven practical skills in areas such as general building, carpentry, decorating and plumbing with the ability to work on their own initiative
- **Key Skill 3**  
Ability to communicate and interact well with Residents and others
- **Key Skill 4**  
Excellent problem solving and decision making skills
- **Key Skill 5**  
Sound literacy and numeracy skills