

Dear Applicant

MAINTENANCE HANDYPERSON

Thank you for your interest in the above position.

Full details of the position are included here. An application form is available for download from our website at www.ymcadoncaster.org.uk

We also encourage you to read our website and find out more about us and our work.

Submitting Your Application

All applications must be on the YMCA Doncaster application form. CVs and other forms of application will not be considered.

By Post:
Andrew Stephens
YMCA Doncaster
Wood Street
Doncaster
DN1 3LH

By Email:
andy@ymcadoncaster.org.uk

If sending via email, your application must be in Word or PDF. Please do not send skydrive links or similar.

Closing Date and Selection

We are looking to appoint as soon as possible. Please apply as soon as you are able to do so.

Shortlisting is based on our Person Specification (see page 3 of this pack), and your application should include clear examples of how you meet each one of our criteria.

Please note that we are only able to contact shortlisted candidates. If you do not hear from us within three weeks of applying, you've unfortunately not been successful on this occasion.

Questions

If you are considering making an application yourself, and you've not been able to find the answer to your query by reading the information provided here and on our website, please email your question to andy@ymcadoncaster.org.uk

Direct applications only - strictly no recruitment agencies

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create inclusive and energising communities where young people can truly belong, contribute and thrive.

Job Description – MAINTENANCE HANDYPERSON

Job Purpose

To take responsibility for general maintenance and repairs of YMCA Doncaster's buildings and premises, particularly focused on the YMCA's accommodation provision.

Main Responsibilities

To undertake maintenance and repair work as required to ensure that the buildings and site are functional and safe.

To assist in preparing accommodation rooms for re-let. This may include cleaning and clearing rooms, mending furniture, re-painting rooms and discarding unusable equipment.

To re-decorate Community Centre rooms as required, and to make improvements as required.

To carry out preventative work and testing as required.

To be responsible for equipment and tools associated with the role.

To work according to a set prioritisation system.

To ensure that all repairs and maintenance visits to occupied accommodation rooms are carried out according to the set procedures for notification of repairs and contact with vulnerable young people.

To ensure that all repairs and action taken are recorded in the repairs log.

To ensure that the car park and garden are tidied regularly.

To ensure that rooms are prepared for meetings.

To take an active approach to the role and to be able to work on own initiative within the set procedures.

To maintain highest levels of professionalism and confidentiality, with particular regard to work with vulnerable young people.

To operate within the guidelines established for all YMCA Doncaster staff.

Other appropriate duties as required from time to time by the Line Manager.



Person Specification – MAINTENANCE HANDYPERSON

Please Note

This is the most important part of the Application Pack. Your application should address these points as clearly as possible. Our selection will be based on the criteria here.

A general all-round knowledge of maintenance topics.
Ability to undertake painting, decorating, basic carpentry, minor electrical and plumbing repairs and general maintenance work.
Able to move furniture and equipment using appropriate handling techniques.
Ability to organise workload and respond to immediate needs.
Ability to take verbal instruction and direction.
Ability to follow written instructions and to keep written records of all repairs in the set format.
Working knowledge of Health and Safety issues.
A broad understanding of the YMCA's client group, and in particular the maintenance and repair issues relating to accommodation for young people.
An ability to react appropriately in challenging situations.
Willingness to undertake training relevant to the role and to the YMCA.
Ability to work alone and to be self-motivated.
Ability to work within the Vision and Values of YMCA Doncaster.



Main Terms and Conditions of Employment – MAINTENANCE HANDYPERSON

Rate of Pay

£8.60 per hour. Paid weekly in arrears. Agreed overtime paid at the normal hourly rate.

Hours of Work

18 hours weekly

10am-2.30pm Monday, Wednesday, Thursday and Friday.

Additional or alternative hours of work may be required from time to time for staff meetings and other events.

Paid Leave Entitlement

5.6 average working weeks per year rising to 6.6 over five years.

No more than two consecutive weeks can normally be taken together. All applications for leave must be submitted in advance and are subject to acceptance according to the operational needs of the YMCA. The holiday year runs from the start of October each year. Any member of staff starting or leaving part way through the holiday year will have a pro-rata holiday allocation.

The appointment is subject to

- A probationary period of six months
- A Disclosure from the Disclosure and Barring Service
- Two satisfactory references, one of which must be from the most recent employer. We expect references to cover the most recent three years' employment history as a minimum.

