



**Recruitment pack**

# Maintenance Operative

[www.jbd.org](http://www.jbd.org)

# About Jewish Blind & Disabled

**We are the only Jewish charity dedicated to ensuring that neither physical disability nor impaired vision is allowed to become a barrier to maintaining one's independence and dignity. We provide developments of mobility apartments specially designed to enable people to do the everyday tasks that are key to living independently, in safety with their own front door. We have over 360 people living across our 7 developments with ages range from those in their 30's to over 100 years old.**

Most of our tenants are not born with a disability, instead, at some point in their lives they face a diagnosis that will have a significant impact on their life from that time forward. We know that with the right facilities and support a disability does not have to mean a loss of vital independence and self-worth.

Each of our buildings has its own supportive Jewish community with our house managers being central to the building. Along with providing a 24/7 on call service 365 days a year, house managers keep a caring eye on our tenants, calling them, unless requested not to do so, every morning and evening to check that everything is ok.

We work in partnership with a wide range of local and communal organisations, social care and health providers to support our tenants to be active and supported members of their local community.

Community engagement is at the heart of all we do.

Over the past few years we have become acutely aware of the struggles that some people on our waiting list were facing in managing in their own home. In 2018, we established our Independent Living Advisory Service, a service that takes our expertise into people's own homes. The service both advises and funds the installation of vital aids and adaptations that can support individuals on our waiting list or those who want to remain in their own home to retain their much-prized independence.



# Our Vision, Mission and Values

**Jewish Blind & Disabled exists for Jewish people with physical disabilities and/or vision impairments aged 18 upwards to have access to housing and support so that they lead the best life they can; enabling independence, dignity and choice. This is achieved through our specially adapted mobility apartments located in our unique supportive developments or within their own home in the wider community. We are committed to develop to ensure we can meet the needs and increased demand from across the community.**

We are a values led organisation. We are guided by our strong Jewish values. Our behaviours demonstrate how we live our values. We will use these behaviours to:

1. Ensure we recruit people who share our values and can demonstrate the behaviours we seek to encourage in our staff team
2. Measure performance and identify support and development needs of our staff
3. Outline our expectations for our staff, volunteers, contractors and others who interact with us. Central to this is our value of respect.

## Our values

**Truth and Integrity (EMET)** Do what you are supposed to do. Be accountable. Be professional

**Respect (KAVOD)** Treat others with respect and dignity

**Fairness (TZEDEK)** Be fair. Be open-minded and listen

**Kindness (CHESED)** Show you care. Be compassionate and empathetic.





# Role Specification - Maintenance Operative

**Post:** Maintenance Operative

**Reporting to:** Head of Operations

**Hours of work:** Monday-Thursday 8:30am-5:00pm, Friday 8:30am-4:00pm.

We are a flexible employer and are open to discuss part time or flexible opportunities for the right candidate

**Salary:** £30-£33,000k pa dependent on skills and experience plus £100 per week on call payment

**Holidays:** 20 days per annum rising to 25 days after 5 years plus 8 bank holidays plus Jewish High Holy days when they fall on your normal working days.

**Benefits:** Health Cash Plan, Employee Discount scheme and JBD Pension scheme (4% employer contribution)

**Job Type:** Permanent

**Work base:** Mill Hill East

## Objectives of the post

1. To action maintenance work to the charity's properties and carry out repairs / upgrades / modifications where necessary to meet the requirements of our disabled and / or visually impaired tenants.



## Key Responsibilities

1. Working as part of the maintenance team to respond to all maintenance and repair issues in the buildings as highlighted by the Head of Operations in accordance with the obligations set out in the tenancy agreements and in the Tenant Handbook
2. Complete multi-disciplined types of maintenance both inside and outside our properties such as plumbing, carpentry, basic electrical checks, groundwork and painting
3. Ensure that works are performed to a high standard and within agreed timescales.

## General Duties

1. Plumbing, ie unblocking drains/toilets, investigating & stopping leaks
2. Basic Electrics, ie changing light fittings, replace plugs, fuse's, replace light bulbs
3. Decorating, ie stain blocking, touching up walls/woodwork, fencing
4. Moving heavy items - as required by building, House Managers or Head Office
5. Collection, transportation and delivery of items
6. Basic repairs, replace door handles, toilet seats, shower hoses and heads etc
7. Clear roof surfaces and gutters
8. Clean carpets as required
9. Reinstate void flats between tenancies and implement remedial works to kitchens and bathrooms as required
10. Attend departmental and other relevant meetings, as requested, whether inside or outside of the charity's properties.
11. Undergo appropriate training as available and as determined in conjunction with the Head of Operations
12. Liaise with House Managers and relevant staff as required
13. Maintain confidentiality at all times and raise matters of concern to the Head of Operations

14. Carry out any other reasonable duties as required by the Head of Operations or other designated senior staff.

## Health and Safety

1. To be aware of and comply with safe working practices as laid down under health and safety legislation and the charity's Health and Safety Policy across all the charity's buildings
2. To comply with on-site safety requirements and have a working knowledge of relevant current legislation or be prepared to undertake training to ensure you have the knowledge required to undertake the role
3. To attend regular fire drills and other training as required
4. To make the Maintenance Team Administrator & Property Maintenance Manager aware of any defects in the building, plant, or equipment
5. To ensure that any incidents or accidents to staff, tenants or visitors that occur at all JBD housing schemes are reported in accordance with correct procedures.



# Terms and conditions of employment

<b>DBS:</b>	All posts are subject to an enhanced Disclosure and Barring Service (DBS) disclosure.
<b>Probationary Period:</b>	All posts are subject to a probationary period which may be extended if deemed necessary.
<b>Office Hours:</b>	Maintenance Operatives work a 36.5 hour week - Monday - Thursday 08.30am - 5pm, Friday 08.30am - 4pm. We can offer some flexibility to these hours.
<b>Annual Salary:</b>	<p>Salaries are paid monthly in arrears on the last Friday of each month.</p> <p>Salaries are reviewed annually in January.</p> <p>JBD reserves the right to deduct from pay any amounts which are owed by you to the organisation, e.g. over payment of salary.</p>
<b>Holiday Entitlement:</b>	<p>Annual leave will be based on a full-time entitlement of 20 days' paid holiday and 8 Bank Holidays (pro-rata for part-time employees).</p> <p>The holiday year runs from the January to December. Holiday entitlement increases with length of service, rising by three days per annum after three years of completed service and a further two days after five years completed service up to 25 days (plus BH).</p>
<b>Sickness:</b>	Up to 1 years continuous service - SSP only (where applicable)
<b>Pension and other benefits:</b>	On successful completion of your probationary period, you will be eligible to join the company pension scheme and Health Cash Plan.

# Terms and conditions of employment

<b>Notice:</b>	<p><b>Employees are required to give the following periods of notice:</b></p> <p>Under 1 month's service - nil</p> <p>During the probationary period (after 1 months' service) - 1 week</p> <p>On successful completion of your probationary period and thereafter - 1 month</p> <p>All notice must be in writing.</p>
<b>Policies &amp; Procedures:</b>	<p>Jewish Blind &amp; Disabled has a range of policies and procedures to support its staff in their work. These include Data Protection, Confidentiality, Health &amp; Safety, Equal Opportunities, Grievance and Disciplinary Procedures. All employees are bound by JBD's policies and procedures.</p>
<b>Additional Rules:</b>	<p>Employees are required to disclose any other employment, which you undertake whilst in JBD's employment.</p>
<b>Kosher Buildings:</b>	<p>As JBD is a Jewish organisation there are certain rules regarding food that must not be contravened. For example, no meat, meat products, shell fish or certain other fish may be brought into office buildings and only Kosher products may be brought into residential buildings. During Passover leavened products are also excluded.</p>
<b>Collective Agreements:</b>	<p>These terms and conditions are not bound by any collective agreements.</p>



# Working for Jewish Blind & Disabled

**Our staff surveys show that people enjoy working for Jewish Blind & Disabled:**

96% of staff members said they were proud to work for Jewish Blind & Disabled in a recent staff survey

95% of staff members said their job is interesting and it challenges them

93% of staff members said their roles gives them a sense of self-fulfilment.



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