# THE PRESBYTERIAN CHURCH IN IRELAND

## PERSONNEL SPECIFICATION

**Council:** Council of Social Witness (Older People Services)
**Job Title:** Temporary Maintenance Worker
**Rate of Pay:** £11.66 per hour
**Hours:** 25 hours, initially 3 months but may be extended
**Responsible to:** Home Manager

## CRITERIA

**1. Qualifications and Knowledge**

***Essential***

- Understanding of requirements to meet regulatory requirements for the buildings, environment and equipment
- Well organised with experience in the management of maintenance, compliance and health and safety records

***Desirable***

- Have a good understanding of Health and Safety processes and procedures within a residential development
- Experience at resolving maintenance issues and will have the ability to prioritise a variety of maintenance related tasks within the Care home

**2. Relevant Experience**

***Essential***

- Proven maintenance experience, including performance of routine maintenance
- Confident in the monitoring and maintaining all compliance related checks and recording outcomes

***Desirable***

- Understand and have empathy with older people
- Ability to work with care home IT technologies
- Able to demonstrate an ability to prioritise tasks and communicate effectively at all levels.

**3. Personal Attributes**

***Essential***

- Strong organizational and follow up skills
- Strong time management skills
- Very good communication and interpersonal skills
- Ability to contact engineers or service agents
- Able to work well on their own and manage their time effectively
- Ability to take a lead where needed and also be a team player

***Desirable***

- Professional presentation and attitude
- Experience of working under pressure and to a timetable
- Use initiative to solve problems
- Pride in work and committed to maintaining a safe, comfortable environment for our residents

**4. Physical Requirements**

***Essential***

- Health – such as to allow for attendance reliability and work proficiency;
- Appearance – must be acceptable within the working environment.
- Physical stamina and dexterity
- Ability to ensure the upkeep of the Care home is maintained at all times, internally and externally

**5. Special Circumstances**

***Essential***

- Willing to undertake appropriate training as required
- Must have a full clean driving license, if driving is part of role
- Be willing to work additional hours to fulfil the requirements of the Home;
- Be committed to working within the Christian ethos of the Home;