



Job Title	Maintenance Coordinator
Reports to	Operations Manager
Business Function	Site Maintenance
Business Operation	Thomley (Registered as Thomley Hall Centre)
Location	Worminghall
Number of direct reports	0
Hours of Work	24 hours per week
Contract	Permanent

Our Vision (What do want to be)

We will enhance the lives and experiences of disabled people, their families, and the wider community.

Mission (What do we want to achieve)

We achieve this by providing:

- A lifelong learning and leisure centre for people of all abilities and disabilities situated on the border between Buckinghamshire and Oxfordshire.
- A destination which is preferred by our visitors.
- Friendly, trained, experienced staff who understand our visitors' needs.
- A safe, secure, stimulating and non-judgemental environment.
- Activities which enhance the lives of our visitors and the wider community by developing confidence, awareness, skills and social interactions through fun, play and support.

Purpose of the role:

The Caretaker will be responsible and accountable for maintaining high standards of maintenance, repair and improvement of the Centre and to take pride in the appearance of the site.

Version 1

Created on 23/06/2017 Stan Nieburg

Edited on 01/02/2020 Joe Kitchen

Edited on 01/09/2021 Joe Kitchen

Essence of the role:

The role is primarily designed to support the day to day running of the Centre and to contribute to the development of the business plan and future Centre developments.

- Attend relevant meetings in order to be up to date with best practice. Disseminate relevant information to all staff.
- Attend staff meetings.
- Support the operational team in providing maintenance support and monitoring of site tidyness & cleanliness.

Essential Skills and Knowledge for the role

Overview

- Be aware of all Thomley's policies, procedures and risk assessments and contribute to their improvement if necessary. Be aware of legal obligations towards safeguarding children.
- An awareness of emergency procedures to all visitors; i.e. fire evacuation, first aid & safeguarding children
- An awareness of COSHH and safe storing of materials

Accountabilities and Responsibilities

Key Accountabilities:

- for the maintenance of the Centre
- for the defects and maintenance log
- for weekly, monthly and annual site checks
- for the storage of all maintenance equipment reporting any defects as required
- for the delivery of Thomley's fire system maintenance
- for maintaining the site to a high standard

Key Responsibilities:

- Repairing or rectifying reported defects in the defects book
- Recording weekly / monthly / annual site checks
- Maintenance of Thomley's loaned Kubota tractor and Lionel the Train
- Cycle maintenance
- All outdoor maintenance, inclusive of: Mowing, strimming, wildlife, fencing, planting and general improvements
- adhering to the organisation's health and safety policies, procedures and guidelines
- alerting the Operations Manager of any broken or unsafe equipment which may threaten the safety or well-being of any site visitors.
- Ensuring that all contractors are supervised
- Compliance with our annual playground inspection, by rectifying all recommendations

Version 1

Created on 23/06/2017 Stan Nieburg

Edited on 01/02/2020 Joe Kitchen

Edited on 01/09/2021 Joe Kitchen

- Remaining compliant for fire safety. This includes regular recording and monitoring of the fire system, testing the alarms and undertaking relevant training.
- Improve the Thomley site and offer for visitors by developing the site.

Thomley Hall Centre

Person Specification

Behaviour / Values

Thomley

Thomley improves the self-esteem, happiness and quality of life of disabled people, their families and friends, by offering healthy and purposeful activities enabling them to play, learn, socialise and work

Responsive – Rely On Us

Our staff respond to our visitors requests quickly and efficiently encompassing their needs and ideas

Always remember - If we don't look after our visitors, someone else will.

Under one roof

Our staff work with our visitors to ensure that we offer a complete package within a safe, fun and supportive environment.

Simple

Our staff make life easy for our visitors at all points of contact within the organisation.

Trustworthy

Our people always support families, and other visitors in any way possible.

Our people represent a customer's brand as if it was our own, always treating visitors as we would like to be treated. The reputation of Thomley is in the hands of every individual within the organization.

Technical / Professional Expertise

Essential

- Ability to work part of a team
- A committed approach to maintenance, cleanliness and hygiene
- An understanding of and a commitment to Equal Opportunities in the workplace
- DBS check
- Prior experience of maintenance role

Desirable

- Experience of working with children and adults with disabilities
- Experience of working in a charity