

Property Clearance & Maintenance Worker

Location: Rosemount Business Park, Charles Street, Glasgow, G21 2QA, travel to property locations

Grade: SCP 19-22 (£22,498-£24,394 per annum)

Job Purpose

To carry out clearance and minor repairs of properties and provide a high-quality accommodation, function to facilitate and support Right There's vision of a world where everyone has an equal chance to create a safe and supportive place to call home as well as providing holistic support to people across Scotland

Role and Responsibilities

- Carrying out clearance of property contents including fixtures and fittings, furnishings, white goods, floorings, and consumables.
- Delivering furniture, white goods, flooring and consumables.
- Carrying out minor repairs and maintenance works.
- Carrying out general planned maintenance when required.
- Recording of time, materials and consumables used to carry out jobs.
- Ensuring works are carried out to a standard in line with Right There and contractors' standards.
- Ensuring compliance with all relevant health and safety legislation and report any safety concerns or incidents.
- Actively contribute to your service and the organisations development and improvement.
- Participate in team meetings, attend and participate in training and provide feedback on local guidelines.
- Promote and represent Right There positively.
- Develop good communication and working relationships with colleagues, services and contractors.
- Have a high standard of professional integrity with colleagues and other providers

Right There strives for best practice within accommodation and expects all staff to adhere to:

- All relevant health and safety legislation.
- Right There's policies and procedures.
- Requirements of external agencies and contractors.

What we expect from you

Our values make us who we are and define our actions and behaviours every day. We'd expect the post-holder to uphold and represent our organisation in a way that reflects our values and person-centred way of working.



What you can expect from us

We value our staff as our greatest asset and will provide the following working conditions:

- The post holder will report to the Maintenance Manager and through them to the Property Manager.
- Your normal working hours are 35 per week. These hours are usually worked Monday to Friday, and flexibly between the hours of 8.00am to 6.00pm, with one-hour unpaid break. Variations to these hours must be agreed with your line manager. *You may be required to work at times out with these hours, with reasonable notice, in agreement with your line manager.*
- Your usual place of work will be Rosemount Business Park, Charles Street, Glasgow, G21 2QA. You are required to work across all Right There services. You may be required to work from such other place as the organisation may reasonably require from time to time.
- Working arrangements must be agreed with your line manager, based on the needs of the service.

- Annual leave entitlement of 210 hours holiday (equivalent to 6 weeks) pro rata per year in the first year rising to 280 hours (equivalent to 8 weeks) pro rata per year in the second. This includes public holidays
- All appointments are subject to a minimum of a 12-week probationary period
- You will be automatically enrolled into the People's Pension in the month that you will complete 3-months of employment, provided you meet the auto-enrolment criteria
- It is the nature of the work of Right There that tasks and responsibilities are, in many circumstances unpredictable and varied. All employees are, therefore, expected to work in a flexible way when the occasion arises.

Person Specification – Property Clearance & Maintenance Worker

Qualifications	Behaviour	Essential Knowledge
Qualifications		
		Desirable Knowledge
		Health and Safety Training First Aid Certificate Other relevant training Experience of working in a similar environment Awareness of issues surrounding homelessness
Values and Competency	Behaviour	Essential Skills and Experience
Respect- Interpersonal Skills	Ability to build relationships with colleagues and contractors	Experience of carrying out repairs and have good DIY skills Experience of carrying out labouring and cleaning duties
Integrity- Leadership and Accountability	Maintains commitment and completes undertakings, accepting responsibility for own actions Working to a safe and high standard in line with legislative requirements.	Understanding of Health and Safety issues. Ability to ensure the service is delivered in accordance with housing legislation Ability to show initiative, effective time management, and work in a high paced environment Record use of time and materials Computer literate
Compassion- People Focus	Ability to understand and consider the views, concerns and needs of others when taking action Commitment to provide a safe environment for the people we support and our colleagues	Flexibility with regards to working patterns Full valid driving license, including CE+1 (or willingness/ability to work towards) Ability to respond at short notice to crisis situations
Aspiration- Developing People and Services	Ability to work cooperatively with others as part of a team demonstrating commitment to service objectives Ability to work towards performance targets to achieve agreed results	

Reflection-Continuous Improvement	<p>A commitment to our aim of continuous improvement in all areas of our work</p> <p>Commitment to training and professional development, including keeping up to date with all relevant legislation.</p>	
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