

JOB DESCRIPTION | TRAINEE MAINTENANCE ASSISTANT

Job title:	Trainee Maintenance Assistant	Department:	Facilities
Salary:	Negotiable – Competitive Salary [Depending on Experience]	Location:	Parsons Green, London SW6
Responsible to:	Maintenance Supervisor & Facilities Manager	Responsible for:	N/A
Contract:	Full Time 40 hours per week; Permanent [subject to Probation Period]; Weekdays AND Weekend;	Start Date:	Immediate Start

Purpose:

To train for up to 12 months as a Maintenance Assistant to the current Maintenance supervisor who is largely responsible for maintaining the facilities, building and equipment at Al Muntada Trust Head office. The right candidate will be proactive, enthusiastic and energetic in order to gradually take responsibility for repairs and general maintenance of the entire site of the head office. This role requires the candidate to develop a close working relationship with the current Maintenance Supervisor and the Facilities Manager to ensure the smooth running of the Facilities Department.

Main tasks

- To complete ALL Training and development requirements as defined and denoted by the Trust
- To carry out repairs and general maintenance of the head office site of the Trust
- Logging and reporting all technical faults and arranging all office equipment fixtures and fittings
- Office portage as required including office moves, furniture moves, deliveries and collections
- Managing the Trust's parking
- Monitoring and maintaining stationary stock levels and to advise the Facilities Manager of ordering requirements
- Maintaining an Effective key management system
- Providing support and cover to reception as and when necessary
- Building a close relationship with the facilities Manager to ensure the smooth running of the premises
- Train to gain knowledge of Facilities and Buildings management including compliance issues
- To supervise and carry out electrical maintenance, including PAT testing.
- Implementation of Health and Safety checks and data-recording including weekly fire alarms checks
- To be on-call and respond to emergencies as and when required
- Jumu'ah and Ramadan duty cover
- To keep an up to date log of all events and incidents to ensure sufficient handover to colleagues.
- To carry out any other duties commensurate with the accountabilities of the post.

PERSON SPECIFICATION | TRAINEE MAINTENANCE ASSISTANT

Qualification

- Educated to 5 GCSE standard or equivalent (essential)

Experience

- Experience in similar role (desirable)
- Knowledge of charity sector (desirable)
- Previous experience of working in faith-based organisation (desirable)

Skills

- Good communication and interpersonal skills (essential)
- Good organisational and effective time management skills (essential)
- Strong eye for detail (essential)
- Able to work on own initiative and as part of a team and adjust work roles to suit changing service demands (essential)

Ability

- Ability to communicate in Arabic (desirable)
- Ability to work in a systematic and methodical manner (essential).
- Ability to adapt quickly to changing deadlines and priorities (essential)
- Ability to work under pressure and work on own initiative (essential)
- Ability to work effectively within a team environment (essential)
- Ability to thrive in a pressurised environment (desirable)
- Self-motivated and able to carry out repetitive work (essential)

Commitment and understanding

- Commitment to Trust's mission, visions and values (essential)
- Understanding of the Islamic faith (essential)
- Commitment to the charity sector (essential)