

<b>Job Description and Person Specification</b>	
<b>Job Title:</b>	Kick Start Site Maintenance Assistant
<b>Reporting to:</b>	Facilities & Services Manager
<b>People/Team Management:</b>	N/A
<b>Band:</b>	B6
<b>Key Purpose:</b> <ul style="list-style-type: none"> <li>To assist the Site Maintenance Team with work through-out the UKSA site, including painting and decorating, and maintenance of inside and outside areas</li> <li>To carry out tasks proficiently, resourcefully and to a high standard</li> <li>To observe UKSA Health and Safety Policies at all times</li> </ul>	
<b>The duties and responsibilities will include but are not limited to:</b> <ul style="list-style-type: none"> <li>Assisting the Site Maintenance Team with identifying, preparing and decorating internal and external elements of the building and grounds</li> <li>Assisting the Site Maintenance Team with identifying maintenance, repairs and new jobs required across the UKSA site</li> <li>Assisting the Site Maintenance Team action reported maintenance issues</li> <li>Monthly utility meter readings</li> </ul>	
<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>Demonstrate a duty of care of your own health and safety and that of other employees, co-workers, customers and other UKSA personnel to help everyone meet our share legal requirements</li> </ul>	
<b>Individual/Team Performance and Development</b> <ul style="list-style-type: none"> <li>Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA</li> <li>Understand your objectives and how these fit in with individual, team and business performance</li> <li>Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews and appraisals with your manager</li> </ul>	
<b>General</b> <ul style="list-style-type: none"> <li>Comply with and promote UKSA equality and diversity, data protection and health &amp; safety policies and procedures</li> <li>Make a commitment to deliver excellent customer service</li> </ul>	
<p>This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder.</p>	

Person Specification		
	Essential	Desirable
<b>Knowledge:</b>		<ul style="list-style-type: none"> <li>An understanding of building and maintenance, and Health and Safety requirements</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Be committed to undertaken study alongside this position to gain an appropriate qualification (City and Guilds or NVQ3)</li> </ul>	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Can undertake DIY/general repair/ groundworks to a good standard</li> </ul>	
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Desire to learn new skills</li> <li>Desire to complete a work placement that will assist with future employability</li> <li>Ability to utilise own initiative as an individual and as part of a team</li> <li>Ability to engage with all other UKSA departments</li> <li>Motivated to complete tasks to timescales ensuring high standards are maintained</li> <li>Reliable, honest and of smart appearance</li> <li>Strong desire to deliver exceptional customer service</li> </ul>	

This job description will be reviewed from time to time and may be updated as agreed