

Maintenance Officer



Department: Maintenance

Our Organisation

Ferring Country Centre is a charity providing support to people with learning disabilities. Having started in 1986 with 12 beneficiaries we have expanded over the years and now provide services to around 130 beneficiaries each week.

Our organisational mission is:

"To support people with learning disabilities to grow their independence, connect with others and create a good life."

In addition to our Day Service our Garden Centre, Ranger's Café, Gift Shop, Dales Farm, and Riding School are open to the general public, seven days per week. This allows everyone to share our beautiful site and excellent facilities and allow those we support the opportunity to develop social and customer service skills in a safe and supported environment.

Line Management

Accountable to Premises Manager.

Purpose of Role

To work within a team to ensure that Ferring Country Centre (FCC) buildings and grounds are maintained to a high standard at all times.

Under the guidance of the Premises Manager, assist in the provision of maintenance, security, and site safety at FCC site, thereby ensuring a safe working environment for all who use the Centre.

The post holder as a member of the maintenance team will model good practice, advising on maintenance issues as required whilst representing the values of the organisation at all times.

Required Skills and responsibilities

The specific responsibilities of this flexible role may alter from time to time to meet the needs of the organisation but will include those listed below:

- Working closely with the Premises Manager to identify daily/weekly/monthly priorities.
- Responsible for completing tasks as set by the Premises Manager.
- Work environment will be both inside and outside on a small holding setting. Working around and alongside animals at times.
- This role will involve physical activity, such as operating and lifting an auger.
- Good knowledge of using power tools, with commitment to safety regulations.
- Lock and unlock buildings and areas on site as a key holder, assist with regular security checks and operate alarm systems where appropriate (rarely some out of hour's work may be required).
- Good knowledge of building systems, diagnosis and repairing minor repairs, across plumbing, fencing, electrical, mechanical domains with a good analytical skill to troubleshoot issues.
- Good communication skills to report issues, also to liaise with outside contractors and coordinate with departments.
- Ability to respond promptly and safely to maintenance emergencies. (e.g. gritting and managing burst pipes).
- Undertaking tasks requiring the use of agricultural vehicles, including tractor and loader and quad. Training can be provided.
- Complete all work records as required.
- Understand Health and Safety, always promoting good working practices.
- Conduct basic vehicle checks and maintenance.
- Any other duties reasonably required by the organisation.

Key Information

Hours: 37.5 hours per week
Shifts: Monday –Friday 08:30-17:00, evening, weekend working maybe required.
Salary: Band 3 - from £26,500 per annum
Contract: Permanent, subject to 6-month probation
DBS: Subject to an enhanced DBS check

Contact Information

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A Charity Supporting People with Learning Disabilities

Patron | Georgina, Duchess of Norfolk

Tel : 01903 245078 | Website www.ferringcountrycentre.org

Registered charity no. 297286 | Company limited by guarantee in England no. 02086358



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Person Specification

Qualifications	Essential	Desirable
Relevant qualification or expérience in site maintenance	Y	
Good general level of education, including basic reading and writing skills	Y	
Commitment to undertake further training as required	Y	
Holds full valid UK driving licence	Y	

Experience	Essential	Desirable
Experience in maintenance work	Y	
Experience of working with power tools, plant and farm machinery	Y	
Experience in completing statutory and compliance checks		Y
Experience of working in a role that requires planning and organisation	Y	
Experience of working independently in a role	Y	

Knowledge and Skills	Essential	Desirable
Interpersonal, written and verbal communication	Y	
Basic level IT skills (Microsoft Office)	Y	
Excellent time management, ability to problem solve and prioritise tasks	Y	
Ability to build effective working relationships	Y	

Personal Attributes	Essential	Desirable
Flexible, enthusiastic and committed	Y	
Self-motivated and resourceful	Y	
Respectful and understanding of diversity	Y	
Calm and resilient	Y	

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