



GUILDHALL TRUST

JOB TITLE: Building Assistant

MANAGED BY: Technical and Buildings Manager

HOURS: 30 hours per week annualised through a 12-month period.

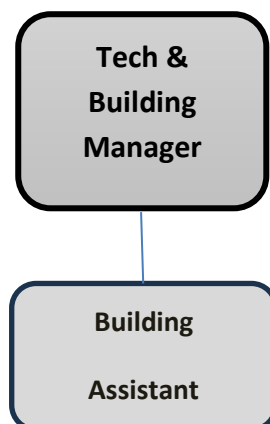
PAY: 19, 827.60 annual

POST: To work across facilities, maintenance and support the venues operations.

PURPOSE OF THE JOB:

The ideal candidate will be responsible for performing a variety of maintenance, repair, and painting tasks to ensure our facilities are well-maintained and functional. Additionally, the role includes setting up rooms for events and managing waste removal.

LINE MANAGEMENT:



PRINCIPAL RESPONSIBILITIES:

1. Repairs: Perform general building repairs, including plumbing, electrical, carpentry.
2. Painting: Carry out painting tasks, including surface preparation, applying paint, and finishing touches.
3. Room Setup: Arrange and set up rooms for meetings, events, and other activities as required.
4. Support the venue operations team with day-to-day tasks including deliveries and portering.
5. Waste Removal: Manage waste disposal, ensuring all areas are clean and free of debris.
6. Preventive Maintenance: When requested conduct regular inspections and preventive maintenance on building systems and equipment.
7. Safety Compliance: To take all reasonable steps to ensure that Guildhall Trust's Health & Safety procedures are adhered to in the delivery of the maintenance, cleaning & contractual areas including adhering to COSHH regulations
8. Inventory Management: Maintain an inventory of tools, equipment, and supplies, and report any shortages or needs for replenishment.
9. Emergency Response: Respond promptly to emergency maintenance requests and issues.

General Accountabilities:

1. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
2. Work in compliance with the Code of Conduct, Regulations and policies of Guildhall Trust, and its commitment to equal opportunities.
3. Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
4. To assist as required with set-ups for events and cleaning duties as required within the venue.
5. Show flexibility to assist in achieving the Guildhall Trust objectives.
6. Any other duties as directed by the Trust Management as required.

PERSON SPECIFICATION:

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

| Attributes | |
|------------|---|
| Experience | Proven experience as a handyman or in a similar role. Demonstrable experience in building maintenance and good knowledge and experience of maintaining and repairing equipment. Basic electrical knowledge. Basic plumbing knowledge |

| | |
|-----------------------------------|--|
| | |
| Aptitudes and skills | <p>Ability to perform repairs and maintenance tasks.</p> <p>Work to set plans.</p> <p>Able to work unsupervised and to use own initiative.</p> <p>Ability to respond to varying workload and to manage tasks and time efficiently</p> <p>Ability to manoeuvre large equipment items including tables and chairs of a wide range of sizes</p> |
| Personal attributes | <p>Willing to work as part of a team.</p> <p>Be able to work to a deadline with the ability to remain calm and work methodically under pressure</p> <p>Be able to manage own work effectively.</p> <p>Good timekeeping.</p> <p>Flexible approach to working hours.</p> <p>Commitment to providing a quality service for users.</p> <p>Flexible approach to take on other roles and task to achieve business goals.</p> <p>Willingness to attend training as and when appropriate.</p> <p>Excellent interpersonal skills and a collaborative working style, working within a team and interact with other departments</p> |
| Education/qualification/knowledge | <p>Good Literacy and numeracy skills</p> <p>Good communication skills.</p> <p>Working knowledge of Health Safety at Work Act.</p> <p>Working knowledge of COSHH regulations</p> |