



Maintenance Assistant

Salary: Band: 5, £26,473 - £28,239 per annum

37 hours per week, to be worked on a rota

Contract type: Permanent

Portsmouth City Council is committed to safeguarding and promoting the welfare of 'adults at risk' and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Adults Board safer recruitment procedures.

This role requires a Disclosure and Barring Service (DBS) check at Standard/Enhanced level which will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

The Service

Portsmouth City Council's regulated and provider services provide a range of long term and short-term support for adults who need help to live safely and independently. This includes residential care, nursing care, short breaks (respite) and day services, delivered to promote wellbeing, independence and dignity for residents and service users.

What the service covers

- Residential Care — 24-hour personal care and accommodation for people who can no longer live independently at home.
- Nursing Care — Registered nursing support for people with complex health needs alongside personal care and accommodation.
- Short Breaks and Respite — Time limited- stays to give carers a break and to support transitions or recovery.
- Day Services — Structured daytime activities, social opportunities and support to maintain skills and community connections

We are fully committed as a team and are involved in all aspects of our resident's lives. It can be hard work and mentally & physically strenuous but rewarding for the right person with the right skills and values. We provide person centred care to our residents and encourage them to make choices as part of helping them maintain their independence as much as possible. We encourage activity-based care.

What is the role?

As a Maintenance Assistant you will provide practical building, grounds and equipment upkeep across Portsmouth City Council's regulated and provider services (residential homes, nursing homes, short breaks and day services). You will be working across several sites on a rota basis to ensure premises are safe and comfortable for residents and staff, supporting the Manager to keep the service running smoothly.



“To ensure the premises and grounds are maintained to a high standard and provide the residents with a safe, comfortable and pleasant environment in which to live.” “To support the Manager in maintaining the building(s), grounds, furniture and equipment so that the service can run smoothly in a clean, safe and pleasant environment.”

Your duties will include:

- Carrying out routine internal repairs and minor decorating to maintain high standards.
- Completing statutory and routine safety checks (fire, water/legionella, alarms) and record findings.
- Maintaining external grounds and gardens, including grass, hedges, paths and external lighting.
- Cleaning and maintaining tools, equipment and storage areas; manage stock levels of cleaning and domestic supplies.
- Liaising with contractors and inspecting completed work to ensure safety and quality.
- Responding to deliveries, portage and moving tasks, and assist with moving/handling when required.
- Undertaking pre-weekend checks where needed,
- Reporting hazards and defects promptly, keep maintenance records (maintenance book) and follow H&S/COSHH procedures.
- Supporting person centred working by coordinating works to minimise disruption to residents and maintaining privacy and dignity.

Who is the person?

You need:

1. To be a reliable individual with hands on practical experience in building maintenance and general DIY repairs.
2. Experience of groundskeeping and gardening skills/garden maintenance (mowing, pruning, planting).
3. Basic literacy and numeracy skills (e.g., GCSEs or equivalent) as you will be required to complete risk assessments etc.
4. A clear understanding of health and safety (including COSHH and risk assessments).
5. Experience of carrying out routine safety and compliance checks (fire, water/legionella, alarms). the ability to complete and record statutory checks (fire, water/legionella, alarms).
6. Experience liaising with contractors and supervising or coordinating small works.
7. Good communication skills to enable you to communicate effectively with residents, staff and contractors.
8. To be able to use your initiative to enable you to prioritise and carry out routine repairs and preventative maintenance
9. You will be able to work flexibly in order to meet the needs of the service (including occasional lone working and responding to out of hours property issues)
10. Experience working in settings with vulnerable adults or in care environments is desirable.



11. A valid full driving licence as you will be required to work between the units and will be moving equipment between sites so you will need to be physically fit.
12. An NVQ in Building Construction, Facilities, or related trade qualification would be desirable.
13. Training or certification in Health & Safety, COSHH and risk assessment would be desirable although training would be provided.
14. Training in moving and handling and infection control/body fluid disposal would be desirable although training would be provided.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).