

Parenting 2000

Child Safety Equipment Fitter & Maintenance Worker Job Description

Job Title	Child Safety Equipment Fitter & Company Maintenance Worker
Hours:	24.5 Hours per week
Salary:	£12.71 per hour (plus non-contributory pension)
Location:	Parenting 2000 Centres (Southport & Crosby)
Line Managed By:	Senior Manager

JOB PURPOSE

Parenting 2000 provides a service on behalf of Sefton Council's Child Injury Prevention Scheme to arrange the installation of child home safety equipment to families across the borough. Equipment includes: safety gates, fire guards, window locks, cupboard locks, cord winders, bath mats and corner cushions

The role of this job is to primarily install (fit) child Safety Equipment into homes in Sefton. In addition it involves supporting the upkeep of Parenting 2000's two sites and grounds, by providing maintenance, small repairs, adaptations, decorating, grounds maintenance & PAT testing (training is provided)

Tasks and Responsibilities:

1. To visit families' homes to fit the pre-arranged safety equipment needed
2. To support the ordering and take delivery of materials necessary to carry out the required safety equipment fitting.
3. To be responsible for removing waste and debris after completing the required work and to leave the place of work clean and tidy.
4. Keeping appropriate records of the work carried out and materials used for the job.
6. To adhere to the completed risk assessment for home visit.
7. To ensure that all work is carried out in a safe manner and that the health and safety policy is followed accordingly.

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8. To work in close co-operation with other members of the team to ensure that the needs of the clients are identified and dealt with satisfactorily and ensure the smooth running of the service.
9. To carry out a wide range of general upkeep, repairs, maintenance, minor adaptations and decorating, grounds maintenance to both Parenting 2000's sites /buildings.
10. To carry out PAT testing on Parenting 2000's small electrical appliances when required. Full training is provided.
11. To be an organisation Fire Marshall (training is provided)
11. To abide by and be committed to all the policies and procedures of the organisation; including but not exclusively, Equal Opportunities Safeguarding, Health and Safety, Data Protection & Environmental Sustainability
12. To maintain confidentiality of all information and records relating to the work of the project and Parenting 2000

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the senior manager & participate in staff training

Essential Requirements

We are looking for the following experience skills and attributes that are essential for this position.

- The post holder needs have a full driving licence as this role involves use of a company vehicle during working hours.
- Basic joinery, maintenance, decorating skills and experience are essential.
- Good interpersonal and communication skills
- Good literacy and numeracy skills
- Ability to prioritise and organise work tasks
- Experience/ ability to use IT such as computer/IPad email, printer etc.
- Willingness to undertake further training and development as necessary in order to enhance service delivery
- Willingness to work outside normal office hours if required
- A can-do attitude

Additional Information

Criminal Records Check

The post is subject to an Enhanced Disclosure and Barring Check.

Hours of work

24.5 hours per week, during our usual operating hours which are 9am -5pm , Monday to Friday. The exact days and work pattern to be agreed to best accommodate the post holder and organisational requirements as feasibly possible.

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Occasionally , this may include some evening or weekend work, for which time off in lieu (TOIL) will be granted subject to Parenting 2000 policies and procedures and prior agreement with the line manager.

Annual leave & public holidays

The annual leave is 28 days based on full time 35 hours, pro rata for less than 35 hours), plus normal Bank and Public holidays

Pension

The Organisation operates a non-contributory group personal pension scheme with its nominated pension provider, which is open to all eligible staff. Further details can be obtained from the HR Officer.

Other terms and conditions

Information on Statutory sick Pay/Pensions, etc., are included in the Parenting 2000 contract of employment.

Special terms & conditions

The contract for this post is subject to the satisfactory completion of an initial 3-month probationary period. The appointment may be terminated before the end of this period in writing by either side