

# JOB PACK

PLASTERER

Creating homes.  
Building lives.



Jigsaw



# ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

# JOB DETAILS

<b>Holidays:</b>	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service, to a maximum of 5 days.
<b>Working Pattern:</b>	Your normal working pattern will be 37 hours per week between the hours of 8.00am & 4.15pm, Monday to Friday, with an earlier finish on a Friday.
<b>Pension:</b>	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
<b>Jigsaw Benefits:</b>	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, BHSF membership, enhanced maternity/paternity leave and training/development opportunities and much more. See the benefits page on our website for more details.

<b>Probation period and references:</b>	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
<b>Mandatory Training:</b>	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
<b>Eligibility to work in the UK:</b>	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
<b>Disclosure barring checks &amp; Medical Clearance:</b>	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability &amp; medical clearance from our Occupational Health Provider before appointment. Visit <a href="http://www.jigsawhomes.org.uk/dbs">www.jigsawhomes.org.uk/dbs</a> to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a></p>
<b>Diversity:</b>	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

# JOB DESCRIPTION

## OVERVIEW

We have an established and dedicated team of 600 employees within our Asset Management department.

Our team prides itself on investing in our own people to deliver first class property-based services across the Group, covering a broad range of disciplines from reactive, planned and grounds maintenance to property refurbishments, estate services, building safety and compliance.

You will be welcomed into a committed and passionate team, with a key focus on professionalism and working together.

## Role Summary

Your skilled work in this role will help improve the homes of our residents. You will carry out a wide range of plastering and tiling works, as well as experience of other wet trades.

If you enjoy working in a customer orientated environment, on your own as well as part of a team, then this role would suit you.

**Responsible To** - Operations Manager - Wet Trades

**Responsible For** - Apprentices and Improvers when required

## MAIN TASKS OR ACTIVITIES

1. Ability to identify and advise on correct remedial actions for decayed/ perished plaster works and specify correct product for best possible finish.
2. Able to patch plaster and make good decoration.
3. Able to carry out boarding, skimming, rendering and new complete plastering schedules to any given area.
4. Ability to carry out a range of building repairs to brickwork.
5. Ability to lift and relay broken and uneven paving.
6. Complete records of work completed or delayed due to no access, awaiting materials or any other reason on the PDA.
7. Help and work with residents regarding property issues, arranging appointments with the planners as and when required.
8. Report any instances of damage caused to tenant's property to the Operations Manager.
9. Make good, disturbed structures/finishes of a minor nature and report to Manager where other trades persons are required to make good.
10. Report any instances of damage caused to residents' property to the Operations Manager.
11. Effectively communicate with other staff members, residents, contractors etc. either over the telephone, by e-mail or in person.
12. Assist other members of the Maintenance Team in the execution of work requiring more than one operative.

13. Order, collect and take delivery of materials and plant hire equipment required for completion of maintenance work.
14. Carry out all duties in accordance with Health and Safety requirements.
15. Attend regular training and technical updates as required.
16. Supervise and coach trainees when required.
17. Take all reasonable steps to prevent damage to tools and equipment and the possibility of theft.
18. Follow all Group policies and procedures in accordance with the role and attend mandatory training when requested to ensure compliance with the Group policies and procedures.
19. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
20. Carry out any duty which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Group Directors, commensurate with the position.

## Candidate Requirements

### Candidate Requirements:

- Hold a relevant, recognised NVQ qualification or equivalent
- Ability to climb ladders / work at heights
- Awareness of Health and Safety consideration
- Appreciation of the customer service skills required within this role
- Full, valid UK Driving Licence

# Jigsaw Homes Group Limited

Cavendish 249  
Cavendish Street  
Ashton-under-Lyne  
OL6 7AT

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@JigsawHG

Regulated by the Regulator of Social Housing Registration No. LH 4345  
Registered under the Co-operative and Community Benefit Societies Act 2014 Registration No. 29433R



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