

JOB PACK

Building Services Assistant (Leigh)

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

Holidays:	24 days leave per annum rising incrementally to a maximum of 29 days, plus bank holidays, plus 3 days for Christmas closure (based on a 5-day working week).
Pension:	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 with an 11% combined contribution with the option to increase.
Jigsaw Benefits:	In return Jigsaw Homes Group offer company sick pay, on-site gyms, access to our cash back health plan membership, enhanced maternity/paternity leave, training/development opportunities plus much more. See the benefits page on our website for more details.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a four-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	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.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs</p>
Diversity:	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

The building services team are the key point of contact for building related issues for occupants and contractors. They facilitate the smooth operation of the building and ensure all statutory inspections and checks are completed. The team are the first point of contact for colleagues in the office who need assistance with building related issues.

Role Summary

As Building Services Assistant, you will be responsible for supporting the day-to-day management, safety and security of our Leigh office, and other satellite buildings across the Wigan, Leigh and Chorley areas.

You will need to speak to colleagues in person and by phone or email and use your initiative to help resolve any issues or concerns raised.

You may be required to carry out minor repairs within the building e.g. replacing door handles, toilet seats and assembling furniture.

At times you may be working alone in the building and will be responsible for sweeping and locking the Leigh office building each evening.

Responsible To - Building Services Supervisor

MAIN TASKS OR ACTIVITIES

1. Daily safety and security checks of the building to ensure all areas are safe and locking up the building daily at 7pm.
2. Carrying out building safety compliance checks including legionella flushing, fire safety checks and testing of other alarm (lifts, toilets etc)
3. Raising repairs with approved contractors or carrying out minor repairs as required.
4. Supporting fire evacuation drills and acting as fire responsible person in the absence of the Building Services Supervisor with the Fire team.
5. Supporting access for contractors carrying out emergency works or planned major works (including out of hours where required)
6. Supporting office moves, moving and assembling furniture, collecting and delivering items to satellite offices.
7. Supporting confidential waste removal from remote sites and archiving in deep storage when required.
8. Franking outgoing mail, arranging recorded delivery and collection of parcels. Collecting and distributing internal post and external mail. Making deliveries between offices and to satellite workplaces.
9. Providing ID badges for new colleagues and receiving back ID badges and other equipment from leavers to be returned to relevant departments
10. Setting up meeting room furniture/ rearranging furniture as required.
11. Checking the building services team inbox and responding to queries in person, by phone or email.

12. Checking first aid kits and Defib Checks. Providing first aid cover for the office.
13. Supporting the cleaning team to maintain the general tidiness of the building and carpark areas including litter picking and jet washing if needed.
14. Monitoring parking arrangements and supporting colleagues who need spaces reserving for visitors
15. Distributing milk, collecting empty milk bottles and cardboard recycling in the building.
16. Emptying dishwashers, topping up tea/coffee/sugar in kitchen areas, checking fridges have been cleared weekly.
17. Follow all Group policies & procedures in accordance with the role. Complete mandatory training when requested to ensure compliance with Group policies & procedures.
18. Ensure you work in accordance with the Equality Act 2010 & the Equality, Diversity & Inclusion Policy at all times.
19. To carry out any reasonable duty which may be requested by the Assistant Director of Health and Safety, Operations Director - People or member of EMT, commensurate with the position.

Candidate Requirements

Candidate Requirements:

- Good communication and interpersonal skills
- Basic computer literacy with experience of using Microsoft Office (email, Word, Excel)
- Able to move items of furniture / deliveries / bins etc
- Ability to carry out basic maintenance / repair tasks
- Awareness of statutory building safety compliance requirements
- Awareness of Health & Safety requirements within an office environment
- Ability to work as part of a team and work alone
- Full, valid UK driving licence

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



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