

# JOB PACK

PAINTER & DECORATOR

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>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>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>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 in to a committed and passionate team, with a key focus on professionalism and working together.

## ROLE SUMMARY

The work of our decorating team is varied and we aim to carry out all aspects to a very high standard, respecting our residents' spaces and making sure we leave properties clean and tidy.

Working in team of two with a supportive team behind you, this role is a busy part of the Jigsaw group involving maintaining both the inside and outside of our properties and the redecoration of our retirement living schemes for older residents and some agency managed schemes.

You will need to be a fully qualified painter and decorator with relevant experience and relevant NVQ or equivalent qualifications.

If you value working in a customer orientated environment on your own as well as part of a team and take pride in providing customer satisfaction then this would suit you.

**Responsible To** - Operations Manager - Investment & Cyclical

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

## MAIN TASKS OR ACTIVITIES

1. Carry out internal and external painting and decorating work to the Group's property.
2. Undertake full house decoration of empty dwellings prior to re-letting.
3. Report items of joinery, metalwork, plaster, etc. which require replacement prior to decoration onto the Painter/Decorator.
4. Pre-Inspect properties and assess specification and quantity of materials required to ensure quality of finished job, cyclical life of redecoration, and quality of service to customer.
5. Make good damaged surfaces prior to decoration.
6. Advise the Operations Manager of any work which cannot be completed during that visit. Promptly complete records of work completed or delayed due to no access, awaiting materials or any other reason.
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 residents property to the Operations Manager.
9. Effectively communicate with other staff members, residents, contractors etc either over the telephone, by e-mail or in person.



10. Assist other members of the Maintenance Team in the execution of work requiring more than one operative.
11. Carry out all duties in accordance with Health and Safety requirements.
12. Attend regular training and technical updates as required.
13. Supervise and coach trainees when required.
14. Take all reasonable steps to prevent damage to tools and equipment and the possibility of theft.
15. 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.
16. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
17. 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:

- NVQ or trade qualification
- Ability to demonstrate technical skills
- Full, valid UK Driving Licence
- Awareness of Health and Safety consideration
- Appreciation of the Customer Service skills required within this role
- Ability to work on their own and as part of a team

# 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.



# Jigsaw Homes Group Limited

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Registered under the Co-operative and Community Benefit Societies Act 2014 Registration No. 29433R



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