

# JOB PACK

**Joiner - Fire Door Compliance**

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 8am & 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 plus 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

The successful candidates will join our established and dedicated team of 600 employees in our Asset Management department.

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

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

### Role Summary

We are seeking 2 experienced joiners to undertake fire door inspections and maintenance to a standard that will allow fire doors to perform as required to Jigsaw Homes stock.

You will have a working knowledge of BMTRADA certification or equivalent and be committed to undertaking further training as necessary to become suitably qualified.

You will be responsible for recording accurate data, providing evidence of inspections and repairs and organising your diaries to fulfil the inspection regime.

You will be required to carry responsive repairs on tenanted housing stock as and when required.

We are looking for skills and attributes that demonstrate a passion for quality, efficiency and maximising performance of our essential, customer facing repairs service.

You will have a positive, friendly and polite approach, provide an excellent level of customer service whilst working to the highest standards of efficiency, safety and customer satisfaction.

We will offer you a comprehensive training programme, company vehicle and all the necessary tools and equipment to enable you to work successfully.

**Responsible to - Operations Manager**

**Responsible For - Apprentices / Improvers**

## MAIN TASKS OR ACTIVITIES

1. To undertake cyclical surveys, technical inspections, and repair of fire doors to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and that they are correctly installed and adequately maintained to be fit for purpose.
2. To carry out responsive repairs to tenanted housing stock as and when required
3. Electronically update Group systems to record surveys, inspections, and repairs for a transparent audit trail.
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5. To order materials and ensure adequate levels of stock are maintained to allow for repairs to be undertaken within agreed timescales.

6. To undertake surveys, inspections, and repairs in a timely manner, travelling efficiently between various locations.
7. To take responsibility for the quality of the finished job, life expectancy of repair, and quality of service to the customer.
8. Where repairs cannot be completed immediately, request remedial works and ensure a follow-on inspection is raised and recorded.
9. To report any incidents of concern regarding tenants and residents through the referral process or to your Line Manager immediately.
10. Take all reasonable steps to prevent damage to tools and equipment and the possibility of theft.
11. To carry out all duties in accordance with the Group Health and Safety Policy, Group Policies and Procedures and any other relevant legislation affecting the construction / maintenance industry.
12. Ensure that all PPE and RPE is worn as specified for the task, and that where required ensure the correct fit and protection is achieved appropriate for the task. Check and ensure that all places where work is carried out have a safe working environment for work to proceed. Report unsafe working conditions to your Line Manager immediately.
13. To use any transport provided by the Group in accordance with all road traffic and highways laws and staff handbook both during and outside normal working hours.
14. Ensure all work is in accordance with the Equality Act 2010 and the Equality & Diversity Policy at all times.
15. Carry out any duty which may be, from time to time, requested by your Line Manager, Operations Director of Asset Management, or Chief Executive, commensurate with the position.

## Candidate Requirements

### Candidate Requirements:

- BTEC/NVQ/City and Guilds Craft Certificate in Joinery
- BMTRADA or equivalent knowledge or certification
- Experience of working within asset management/maintenance environment and a knowledge of building construction
- Experience of delivering high quality joinery work
- Knowledge of health and safety legislation/regulations in relation to Asset Management and the Fire Reform Order
- Full, valid UK Driving License



# 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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