

# JOB PACK

Driver / Labourer

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>	37 hours per week working 8:00am - 4:15pm Monday - Thursday and 8:00am - 2:30pm on Fridays.
<b>Jigsaw Benefits:</b>	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, access to the Social Housing Pension Scheme, BHSF membership, enhanced maternity/paternity leave and training/development opportunities.

<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

With a passion for innovation and excellent service delivery, we are constantly looking for ways to improve our services and build on our reputation as a cutting-edge Asset Management department. Our department proudly provides the majority of the Group's upper quartile, front line services and our experienced team are fundamental in helping us achieve this.

### Role Summary

The Asset Management team carry out improvement works which include kitchen, bathroom, window and door replacements to its housing stock. This role will support the installation team with delivery of the materials, removing waste and disposing or recycling of goods. You will work within empty or tenanted properties.

You will provide an excellent level of customer service whilst working to the highest standards of efficiency and safety.

**Responsible To** - Operations Manager

## MAIN TASKS OR ACTIVITIES

1. Undertake general driving duties to deliver kitchens and bathrooms and associated materials to Jigsaw Homes Group properties.
2. Remove items of waste from properties and dispose or recycle goods.
3. Advise the Operations Manager of any work which cannot be completed during the working day.
4. Liaise with colleagues on site re delivery of materials and assist with clean-up of work areas after completion of jobs.
5. Carry out all duties in accordance with Health and Safety requirements.
6. 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.
7. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy always.
8. 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:

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- Ability to demonstrate technical skills
- Full, valid UK Driving Licence (points/convictions must be disclosed)
- Awareness of Health and Safety consideration
- Appreciation of the Customer Service skills required within this role.
- Ability to work independently 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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