JOB PACK

Multi Skilled Technician

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). We also offer our employees the option to buy/sell up to 5 days extra leave per year.
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.
Working Pattern:	37 hours per week working 8:00am – 4:15pm Monday – Thursday and 8:00am – 2:30pm on Fridays.
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 and 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:	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. Further information about the disclosure can also be found at **www.homeoffice.gov.uk/dbs**
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 successful candidate 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, grounds maintenance, caretaking and estate services, building safety, compliance and more.

You will be welcomed into a committed and passionate team, which prides itself on professionalism and working together.

Role Summary

The Asset Management Team carries out responsive repairs and planned installations to its housing stock.

This role is to carry out internal mould treatments and painting to the Group's properties. These could be to tenanted or void properties. You will evidence work required and undertaken by taking photographs at each stage.

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

Responsible To - Operations Manager

MAIN TASKS OR ACTIVITIES

1. Carry out internal mould treatments and painting to the Group's property using specialist mould treatment products in line with manufacturer's instructions.
2. Using a PDA system collate evidence including taking photographs before and after works.
3. Report items of joinery, metalwork, plaster and damaged surfaces which require replacement or repairing prior to mould treatment or painting to the planners.
4. Pre-Inspect properties and assess specification and quantity of materials required to ensure quality of finished job and quality of service to customer, making sure surfaces are covered with cloth or plastic to ensure protection during the treatment process.
5. 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 or any other reason.
6. Help and work with residents regarding property issues, arranging appointments with the planners as and when required.
7. Clean up work areas after completion of jobs.
8. Carry out all duties in accordance with Health and Safety requirements.
9. 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.
10. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.

11. 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:	• Ability to demonstrate technical skills • Full, valid UK Driving Licence • Awareness of Health and Safety consideration • Ability to work on their own and as part of a team • Appreciation of the Customer Service skills required within this role

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

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

w: jigsawhomes.org.uk
t: 0300 111 1133
@JigsawHG

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