



Almond Valley Heritage Trust
Maintenance Assistant
Job Reference: MMA-01-2024

Thank you for enquiring about the post of Maintenance Assistant with Almond Valley. This is a seasonal full time pensionable appointment. The successful candidate may be asked to work weekends and public holidays. Closing date for the post is Midnight Wednesday 14th February 2024. Interviews for the post will be taking place week commencing 26th February 2024.

POST DETAILS

Salary	National Living Wage (this is currently under review)
Location	Almond Valley Heritage Centre
Manager	Mark Mumford
Contract	Permanent
Working Hours	40 hours week. Usual working a shift pattern of 5 out of 7 days. Work hours are usually between 9:00 to 17:00
Start Date	Immediately

OVERVIEW OF THE POST

As a key support to the Facilities Manager and Senior Maintenance Assistant, the Maintenance Assistant will engage in a range of tasks connected with the maintenance and upkeep of the site. Allowing the smooth running of the visitor attraction.

INFORMATION ABOUT TEAM

You will form part of the Facilities Team, lead by the Facilities Manager. The small dedicated maintenance and landscape team is made up of four, who work to ensure the maintenance tasks, planned and unplanned are carried out on the site.

SCOPE OF DUTIES

Key Responsibilities, Duties and Objectives

- Undertaking day-to-day maintenance within the Almond Valley Heritage Trust Site to the high standard expected by the Trust, including but not limited to:
 - Painting (external and internal)
 - Joinery Work (external and internal)
 - Fence, Wall and building repairs
 - General DIY
 - General site work
 - Completing planned and reported grounds and general maintenance issues

- Working in a safe manner, and recognising, rectifying or reporting any health and safety concerns immediately.
- Ensuring that work undertaken or not completed is appropriately recorded and communicated effectively with line manager as required.
- Demonstrating self motivation, organising, planning and prioritising, along with good time management.
- Undertaking such other reasonable duties as may be required from time to time to ensure the smooth running of the site as required by the maintenance team leader.

General

- To provide a visitor focused service at all times ensuring that all work is completed to the highest standards.
- Represent the Company at all times by being smart in appearance and presentable whilst behaving in an appropriate manner in line with our cultural values.
- Be accountable for their own development seeking out opportunities to learn new skills to continuously improve.
- Work in a responsible and safe manner at all times adhering to Health & Safety, safe working practices and Company Policies and Procedures.
- Such other reasonable duties as and when required by your Line Manager.
- The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.

ABOUT YOU

	Essential	Desirable
Experience & Knowledge	<ul style="list-style-type: none"> • Previous experience in working in a similar role • Experience of working unsupervised 	<ul style="list-style-type: none"> • Experience of working with power tools
Skills & Abilities	<ul style="list-style-type: none"> • Ability to prioritise tasks and duties • Be a team player • Willingness to take on jobs to balance the team workload 	<ul style="list-style-type: none"> • Support, encourage and motivate others
Personal Qualities	<ul style="list-style-type: none"> • Have a keen eye for detail • Maintain excellent time-keeping and attendance. • Be professional at all times. • Good interpersonal skills, able to work as part of a team, able to work independently 	<ul style="list-style-type: none"> • Hard working with the ability to cope with touch physical work

How to apply for this post

You can apply on-line by visiting our website at www.almondvalley.co.uk/about-us/jobs/. Please note that when applying online, we will only be able to see your application once you submit it.

Alternatively your completed application form can be sent by email to jobs@almondvalley.co.uk or by post to Human Resources, Almond Valley Heritage Centre, Millfield, Livingston, West Lothian, EH54 7AR to arrive by 14th February.

For further details on this post contact HR on telephone number 01506 414957 or by email jobs@almondvalley.co.uk

To assist in your application, please take time to read the guidance notes and the Why choose us section on our website