

## Job Description & Person Specification



### Estates Assistant

Rose Road is a Southampton-based charity that since 1952 has been supporting children and young people with complex disabilities and care needs, and their families, from across Hampshire and surrounding areas. We provide overnight short respite breaks, on-site and community-based day services, flexible outreach support and at-home care, and SEN advice services.

To apply, go to [www.roseroad.org.uk/jobs](http://www.roseroad.org.uk/jobs)

<b>Role:</b>	Estates Assistant
<b>Responsible to:</b>	Director of Finance, Fundraising & Central Services
<b>Hours:</b>	8:30-4:30pm - Monday to Thursday and 8:30-4:00pm – Friday (37 hours per week)
<b>Location:</b>	Bradbury Centre
<b>Salary:</b>	£26,623 pa
<b>Closing date:</b>	Friday 19 <sup>th</sup> June (although applications will be considered as they are received)

<b>Job Description</b>	
<b>Summary:</b>	As Estates Assistant you will support the whole organisation with general maintenance, repairs and compliance tasks as required.
<b>Role specific tasks and responsibilities</b>	<ul style="list-style-type: none"><li>• General on-site reactive repairs and maintenance of our building, which includes our 16 bed respite service e.g. replacing taps, repairing leaks, putting up shelves/pictures, adjusting doors, replacing locks, mending equipment</li><li>• Upkeep of our outdoor spaces and areas, including courtyard garden and Acorns garden</li><li>• Painting and decorating of areas as required</li><li>• Assisting with regular checks on our fleet of vehicles - water, oil, lights, tyre pressures</li><li>• Supervising external contractors on-site e.g. pest control, hoist engineers</li><li>• Assisting with regular safety/compliance checks – weekly fire alarm tests, monthly fire extinguisher checks, monthly water flushing/temperature checks</li><li>• Assisting with cleaning/maintenance of our hydro pool, undertaking regular chemical checks</li><li>• Updating of compliance records as required once checks have been completed</li></ul>
<b>DBS check needed?</b>	This role is subject to an Enhanced Disclosure by the Disclosure & Barring Service
<b>Required qualifications</b>	GCSE grade C or above in English or equivalent

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<b>Benefits</b>	<p>The Rose Road Association is an equal opportunities employer. All staff undergo regular Supervisions, wellbeing check ins and an annual appraisal.</p> <p>All staff also receive the following:</p> <ul style="list-style-type: none"> <li>• 26 days annual leave per annum, rising to 29 days after five years' continuous service</li> <li>• Contributory pension scheme</li> <li>• Comprehensive Training and Development</li> <li>• Employee Assistance Programme</li> </ul>
<b>Person Specification – what we need from you</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Previous experience in a similar maintenance role</li> <li>• General trade skills e.g. basic plumbing, carpentry, decorating, gardening</li> <li>• A positive and friendly approach to your work, with a can-do attitude</li> <li>• Knowledge of workplace safety – COSHH, working at heights</li> <li>• Full driving licence</li> <li>• Reliable and hardworking</li> <li>• Ability to work on own tasks but also as part of a team</li> </ul>	

### Our Values & Expected Behaviours



Our focus is always on the children and young people we support, as well as their families, our employees and volunteers. Our Values are essential in providing a moral compass that guides actions and decisions, creating a shared culture, establishing trust, driving strategic direction, and infusing the organisation with meaning and purpose.

**We are Trustworthy** - We build trust with the children, young people, and families we support – as well as our partners - by being dependable, reliable, and accountable in all that we do.

**We are Kind** - We understand and value the unique needs of the people that we support. Providing care and support with compassion and empathy.

**We are Open & Honest** - We foster an honest and open-minded culture and are transparent in both our decision making and communication.

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**We are Forward Thinking** - We are committed to providing the highest quality of care, constantly seeking new, collaborative, and creative ways to deliver our services– encouraging everyone to be ambitious and to achieve their goals.

**We are Professional** - Flexible and agile in our approach, we uphold the highest professional standards to meet the needs of our children, young people, and their families.