

Role Description



Job Title	Maintenance Assistant
Service	Maintenance Team
Responsible to	Property Co-ordinator
Reporting Roles	Not applicable
Purpose	To support the maintenance of ACTs properties
Base	Martlesham Heath, Suffolk
Starting salary	£24,323
Working Hours	Full time

Job Overview

ACT is looking for a reliable, motivated person to join our maintenance team. Working as part of our wider Housing Service, the role will support Maintenance Officers and Supported Housing Officers in preparing rooms for new tenants and general property maintenance required to keep our properties in good compliant order.

While the properties are predominantly located in Ipswich, travel to Lowestoft, Clacton, Braintree, Stowmarket, Bury St Edmunds and Haverhill will be required.

Responsibilities and Duties

Duties will include:

- Painting and decorating
- Building flat pack furniture
- Clearance of rooms/properties
- Lock changes
- Gardening and other outdoor property maintenance.
- Supporting the Maintenance Team to complete larger works within properties where required

In order to empower and help build the skills of the people we support, you will have the necessary empathy and people skills to engage with tenants and work with those who wish to involve themselves with maintenance work, helping them to build their own skills.

Skills, qualifications, knowledge and understanding required

Aswell as the above, we are also looking for someone able to use Microsoft Office – full training will be given.

Additional requirements

Must have a full driving license and access to own transport as travel around the county will be involved.