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| Job Title | Maintenance Assistant (ref : Facilities/01/17) |
| Salary | £17,239 per annum pro-rata (39 FTE) |
| Hours | 20 hours per week |
| Duration | Permanent |
| Location | Thistle Centre of Wellbeing, Edinburgh |
| Closing Date | Friday 26th May 2017 |

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| **Maintenance Assistant** | We currently have a vacancy for a part time Maintenance Assistant. You would be required to support the smooth running of the Facilities function by carrying out work required to repair, maintain, clean and improve the buildings and facilities within the Facilities portfolio. Your main duties would be :* Carry out repairs and maintenance as requested by the Facilities Manager, ensuring that work is carried out safely, efficiently and with minimum disruption to building occupants (staff, volunteers and visitors)
* To maintain the repairs and maintenance scheduled, adding jobs when required
* Carry out regular tests, e.g. portable appliance, water temperature tests, weekly fire alarm tests
* Decorating work not requiring specialist skills
* Porterage
* Litter pick the grounds on a daily basis (Monday-Friday)
* Maintenance the appearance of the grassed and planted areas around the new Centre (weed control, grass cutting etc)
* Snow/ice clearing during the winter months
* To be on-call as required
* To undertake any other duties appropriate to the post as may be determined by the Facilities Manager

In return we can offer you the following:* An enhanced staff benefits package including a contributory pension and free membership of the Hospital Saturday Fund which also covers immediate family members.
* A highly attractive work environment in our brand new, award winning offices.
* Structured support and supervision from your line manager and a supportive team of peers and opportunities for ongoing learning.

A drivers licence is desirable for this role. If you would like to find out more about this vacancy, please contact Tilly Sheridan, Facilities Manager, on 07341 478340Thistle Foundation is an Equal Opportunities EmployerSuccessful candidates will be subject to a Disclosure check which will be paid for by Thistle. |