

We have an exciting opportunity for a Maintenance Assistant to join our team based in Plymouth.

We are looking for an enthusiastic and friendly Maintenance Assistant who can support the team with both planned and reactive maintenance across our Dental Education Facilities in Plymouth, Exeter and Truro. Experience in a similar role in facilities maintenance is desirable although training will be provided.

Peninsula Dental Social Enterprise (PDSE) are an award-winning Social Enterprise and Community Interest Company. We provide NHS treatment and outreach services to local communities in Devon and Cornwall and we work closely with the University of Plymouth's Peninsula Dental School to support the clinical education of its dental healthcare students.

As a social enterprise, we are a values driven organisation with a focus on patient-centred care and addressing local oral health needs.

This role includes:

- A starting salary of £21,043 per annum
- Generous holiday entitlement, increasing after 5 years' service, plus the opportunity to purchase additional holiday
- Access to an online CPD platform plus additional CPD at our two company Away Days each year
- Access to the Scottish Widows pension scheme with generous employer contributions
- Access to our Employee Assistance Programme
- Access to our Cycle to Work Scheme
- Opportunities to contribute to company development through our dedicated 'team talk' channels

This post is subject to enhanced clearance from the Disclosure and Barring Service.

If you wish to find out more about this exciting opportunity, please email PDSE-recruitment@plymouth.ac.uk.

Please apply via this website or if you would prefer to submit a CV, you can submit this via our [website](#).



Role: Maintenance Assistant
Grade: 3
Reports to: Facilities and Maintenance Manager

Role Summary:

To assist the maintenance team with maintenance tasks across the dental education facilities in Plymouth, Exeter and Truro

Key Accountabilities:

- To provide a basic maintenance service (e.g. install fixtures and fittings, change light bulbs, daily, weekly and monthly plant checks, etc.)
- Liaise with and oversee external contractors undertaking planned and reactive maintenance, arranging access as required
- Support PDSE management in the implementation of health and safety policies, by ensuring compliance with health and safety standards
- To maintain equipment within scope of experience and training
- Support the Legionella testing program (running taps, etc.)
- Carry out routine testing as required
- Monitor the Building Maintenance Service systems and report irregularities
- To provide a portering service, including moving furniture, setting up and putting away equipment as required
- To maintain dental chairs (training provided)
- Monitor security systems and maintain security awareness and report any potential or actual breaches
- Provide a responsive service for a; general maintenance tasks around the DEFs
- Potential requirement to provide out of hours on call cover
- Conduct risk assessments
- Conduct safety checks

Measures of Success:

- Successful outcomes to items listed in the key accountabilities, and other delegated tasks
- Positive feedback
- Meets deadlines
- Manages competing demands

Knowledge, Education and Training:

- Good level of numeracy and literacy

- Relevant experience in a similar role
- Demonstrable understanding of operational policies
- City & Guilds or NVQ in a relevant discipline is desirable

Skills:

- Ability to work as an individual in a team environment
- Excellent communication skills, particularly the ability to articulate requirements to staff at all levels in PDSE
- Excellent inter-personal skills
- The ability to rapidly assess situations, identify and implement appropriate solutions
- Prioritising tasks, problem solving and working calmly under pressure

Behaviours:

- Demonstrates self-leadership
- Demonstrates enthusiasm and commitment at all times
- Develops self and others to deliver
- Builds and secures value from relationships
- Drives innovation and action

Other:

This job description provides a general reflection of the key accountabilities associated with the post, it is expected that the role holder will undertake any other reasonable activities to assist in efficient service delivery.

This job description is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and his/her manager. Job descriptions should be reviewed at least annually at the appraisal meeting.

The Working Time Regulations apply to all employees of Peninsula Dental Social Enterprise (CIC) In particular Peninsula Dental Social Enterprise (CIC) will not permit staff in all employments to work in excess of 48 hours in any one week except where there are exceptional service needs where an absolute limit of averaging over a reference period of 17 weeks would apply.