**General Maintenance Operative Job Description**

**Job Title: General Maintenance Operative
Location**: Five GP surgery sites (local area)
**Reports to**: DMA Operations Manager / Individual Practice Managers (depending on site)
**Hours**: 2 days /16 hours a week
**Salary**: From £20 an hour

**Job Purpose**To provide practical, day-to-day support in maintaining the premises and grounds of multiple GP surgeries. You will carry out a broad range of general maintenance duties, including minor repairs, compliance checks, and site support. You’ll be responsible for helping ensure our clinical and non-clinical areas are safe, clean, functional and welcoming.

**Key Responsibilities***(Duties listed are for illustration and not exhaustive and may be varied or extended to meet the needs of the organisation)*

**General Maintenance & Repairs**Basic painting, decorating and graffiti removal
Minor repairs to fixtures, furniture and fittings
Smaller projects within skill set
Door maintenance (hinges, handles, locks)
Putting up shelves, noticeboards and signage
Assembling and moving furniture

**Grounds & Exterior**Garden tidying and grounds care
Minor maintenance and pest control
Rubbish clearance and waste movement
Cleaning non-standard external areas

**Compliance & Support**Fire alarm checks and records
Water temperature checks and logs
Support with audits and minor compliance tasks
Portable Appliance Testing (training and equipment provided)

**General Support**Liaising with and overseeing contractors on site
Running errands or collecting supplies
Managing stock or equipment (non-clinical)
Supporting staff during events (e.g. flu clinics, queue management)
Clearing rooms, shifting items, helping with deliveries

**General Maintenance Operative Person Specification**

| **Criteria** | **Essential** | **Desirable** |
| --- | --- | --- |
| Full UK driving licence and access to vehicle | ✔ |  |
| Experience in general maintenance or facilities work | ✔ |  |
| Able to carry out physical tasks safely and independently | ✔ |  |
| Own tools (electrical tools must be safe and PAT tested) | ✔ |  |
| Ability to work across five sites on a rota basis | ✔ |  |
| Good time management and ability to plan own workload | ✔ |  |
| Able to work around patients and staff in a confidential setting | ✔ |  |
| Good communication and team working skills | ✔ |  |
| PAT Testing qualification or experience |  | ✔ (training available) |
| Experience in multi-site or healthcare environments |  | ✔ |