

Maintenance Supervisor

£15,000 - £17,000 depending on experience with accommodation (3 bedroom flat)

37 hours a week

Accountable to the Centre Manager

Letton Hall is a Grade II* listed building and was the first domestic commission of the architect Sir John Soane. It was built between 1783 and 1789 and is a significant landmark in the mid-Norfolk countryside. For many years Letton Hall was a family home and the heart of a farming estate, it was purchased in the 1970's for use as a Christian Conference Centre and is now owned and managed by the Letton Hall Trust.

As a result of reorganisation and restructure and in order to move Letton Hall to the next phase of development we are looking for a Maintenance Supervisor to work alongside the Centre Manager to bring about our short, medium and long term plans.

This job will suit an experienced and well organised individual with experience in building/construction maintenance who is willing to be part of a team and able to manage a complex and varied workload. Applicants should be able to deliver the maintenance provision across the Letton Hall complex which will include reactive, proactive and remedial refurbishment of this Grade II listed building and site.

Duties will include being on call at weekends as required, alternating with the Centre Manager.

Applicants must be able to demonstrate a strong commitment to our Christian ethos (as contained within the Letton Hall Trust Deeds), working principles and vision. It is also a requirement, in terms of the Equality Act 2010, that the post-holder demonstrate a personal faith in Jesus Christ.

Basis of Faith of the Evangelical Alliance

The Letton Hall Trust affirms the Evangelical Alliance Statement of Faith. We ask all candidates to confirm that they hold beliefs that fall within these statements.

For further information please contact

Jon Horrox

Tel 01362 820717

Email jon@lettonhall.org

Interviews to be arranged

Please provide CV and covering letter

Job Description and Person Specification

1. Job Description

Job Title	Maintenance Supervisor
Location	Letton Hall, Shipdham, Norfolk
Responsible to	Letton Hall Centre Manager
Effective Date	From August 2021

Job Purpose

- To deliver maintenance provision across the Letton Hall complex which includes reactive, proactive and remedial refurbishment of a Grade II listed building.
- To work with the Centre Manager to ensure that the facility is safe and ready for use by guests at all times.
- To join a small team where, at times, no job is "somebody else's job."

Principal Accountabilities – Core Tasks

- To undertake day to day building maintenance tasks and projects from inception to completion, including in some cases design and specification for the project.
- To order materials, check delivery and ensure materials are stored safely.
- Produce a schedule of works in conjunction with the Centre Manager and review on a regular basis.
- To work in compliance with current H&S legislation and maintain all relevant records to comply with current legislation such as Fire Safety.
- To work with other members of the maintenance staff (part-time employees) and ensure that all work is undertaken in a safe manner.
- Where necessary, to work with external specialist contractors with whom Letton Hall have long-term agreements.
- To direct, support and work with volunteers who attend Letton Hall once a week.
- To recognise defects and in consultation with Centre Manager, prioritise remedial works.
- To become completely familiar with all the building's utilities to enable swift and safe rectification of minor faults or interruptions in these services.
- To undertake on-call weekend work to back-up the duty weekend hosts. (Time in lieu will be given to compensate for time worked during any call out).
- To undertake any other duties in connection with the position.

2. Person Specification

E=Essential criteria

D=Desirable criteria

Qualifications	
Experience in general building maintenance	E
Good standard of Education	D
Basic site safety training	D
Skills/Knowledge	
Experience in general building maintenance which might include skills in: bricklaying, plastering decorating, plumbing, carpentry, electrical work, vehicle maintenance and groundwork	E
Ability to demonstrate a systematic approach to prioritisation of work and cope under pressure to meet deadlines	E
Articulate, calm, polite and well-motivated	E
Proven experience of working as part of a team	E
Sensible approach to problem solving with evidence of the ability and willingness to develop practical and creative solutions	E
Proven ability to complete tasks to a high standard within agreed timescales	E
Ability to support change and transitions within the working environment	D
Experience	
Previous experience in building maintenance	E