



ClwydAlyn

Maintenance

Job Overview

Joiner

(6 month FTC)

- £33,814 per annum pro rata
- V72, St Asaph
- 40 Hours a week



@ClwydAlyn



Person Specification

Purpose

To ensure that elements of the properties are well-maintained, functional, and aesthetically pleasing, contributing to the overall quality of life for residents.

Key Responsibilities

- To undertake all internal and external first and second fix joinery requirements and associated works to domestic and commercial properties. To undertake joinery repairs to commercial and domestic properties as required.
- To be able to review plans, measurements and order materials as required.
- Ensure all Health and Safety polices are maintained and implemented.
- Provide excellent customer service to internal and external customers
- To proactively promote Equality and Diversity practices in accordance with company policy and procedures within daily operations.
- Work with the PenAlyn management team to establish standards and processes to ensure efficient working practices are maintained
- Liaise with all supervisors and designated Trades persons to maintain high standard of work within a set time scale
- To work on responsive, voids and or planned improvement works as required and or directed by the company.
- To carry out other trade tasks deemed to be within the individual's skills capacity and complete any training offered by the group which expands the individuals existing skill set.
- To carry out all work and activities in a safe and responsible manner, paying particular regard to standards of cleanliness and tidiness, controlling and minimize noise and dust levels and complying fully with current Health and Safety at work regulations / method statements, showing the necessary duty of care to oneself and others.
- To provide assistance and support as and when required to other operatives and staff carrying out their duties.
- To report through the line management any work not within their own competency.
- To fully support the introduction, development and implementation of new technology and working methods that, add value to the service that can be offered to tenants and customers.
- To use any mobile communication equipment provided, within guidelines and procedures.
- To undertake any training and development as deemed necessary and compatible with the nature of the post.
- To adhere to the Company's Health & Safety Policy and other policies relating to the Repairs Service.
- To have an understanding of and commitment to the Company's Equal Opportunities Policies in employment and service delivery.
- To undertake any other duties as may be required from time to time, that are deemed necessary and compatible with the nature of the post.
- Undertake flexible working patterns from time to time as required to deliver evening / weekend appointments and cover out of hours work as required.
- To complete timesheets and submit other information relating to jobs worked upon to assist in the timely closure and valuation of the works.
- To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.
- To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the Group.
- To comply with the Group's Risk Management Strategy, identifying and mitigating against risk.
- To be responsible for the application of Equality and Diversity practices in accordance with Group policy and procedures within daily operations.
- To comply with Standing Orders, Group Policy and Procedures and to make know to Line Managers any areas which are not adequately covered.
- To perform any other reasonable task as determined by the Manager, Director, Deputy Group Chief Executive, Group Chief Executive or Board of Management.

About ClwydAlyn



ClwydAlyn was formed in 1978 as a non-charitable Registered Social Landlord and now manages over 6,500 homes and employs 760 staff. We deliver a range of housing management related services, which includes care and supported housing, development, and repair and maintenance services across North Wales (Denbighshire, Flintshire, Conwy, Wrexham, Powys, Gwynedd and the Isle of Anglesey).



Our homes and services include social family housing and single person accommodation, supported living accommodation and specialist care and nursing services, low-cost home ownership, leasehold management services and intermediate and market rented housing. The Group's turnover is £64m.

We are an ambitious Housing Association and very driven by our values and mission. We believe that it is wrong that there is still so much inequality and poverty across our region, and we know that this impacts every aspect of people's lives. We took a strong position to end evictions four years ago and we use our money and influence to do all we can to support those experiencing poverty and to champion for change across our country.



Why work for us?

Job Benefits

- Are you looking for an excellent work life balance?
- Would you like 25 days paid holiday (increasing to 30 days), with the opportunity to sell/purchase more annual leave?
- Receive up to 8% employer pension contributions.
- Join a Cycle to Work scheme.
- Receive eye care vouchers.
- Free hot meals provided to staff when working.
- Excellent enhanced maternity package and many other company benefits.



You can apply in a number of ways:

The more traditional approach

Send an up-to-date CV which shows your full career history and a statement explaining why you are interested in this role and the skills and experience you can bring to the role.

Send us a short film

Maximum 3 minutes explaining why you are interested in this role and the skills and experience you can bring with a short accompanying letter/email.

Ffôn/Tel: 0800 1835757
Ebost/Email: help@clwydalyn.co.uk

apply at clwydalyn.co.uk
applications close 14 May

This role has been assessed as requiring an Enhanced Level (without barred list) Disclosure and Barring Service (DBS) check. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. Any risks identified through the DBS check will be reviewed by the Group and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Group's DBS Policy and Procedure which can be requested from the HR Team.