**JOB DESCRIPTION: Assistant Handy Person / Maintenance Worker**

**Fixed Term until 31 March 2026**

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**Line Managed by:** Housing Services Manager

**Hours of work:** 22.5 hours per week (part-time)

**Holidays:** 21 days per year rising by one day per year up to 28 max

**Main responsibilities:** The upkeep and maintenance of ihAg properties within Ipswich, including internal and external decoration and cleaning, basic carpentry, plumbing, and seasonal garden maintenance.

Lifting, moving and transportation of items from one location to another (items e.g. furniture, white goods and waste to processing centre).

Conducting basic Health and Safety checks where directed to do so.

Ensuring all work is carried out to a high standard of quality and workmanship.

Working closely with all other members of the Housing Team.

**Travel:** The post holder will have access to an ihAg van which they will be responsible for ensuring it is properly maintained. This position requires a full Driver’s Licence.

This role is subject to an enhanced DBS check.

**Person Specification:**

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| **Experience** | * General maintenance role, with limited direct supervision * Working in a “service-user” environment * Health and Safety regulated environment |
| **Skills and Abilities** | * Excellent practical skills including basic carpentry, plumbing, electrics and decoration * Good knowledge and safe working skills with a range power and hand tools * Organised, methodical, with good attention to detail * Able to review and prioritise tasks and manage own time accordingly. * Good people management skills, including clear communication and some de-escalation skills |
| **Personal Attributes** | * Calm, patient and confident with others * Self-motivated, enthusiastic and flexible * Clean driving license |