



<https://bcop.org.uk/job/maintenance-officer-asc/>

Maintenance Manager at Anita Stone Court in Moseley

Description

Broadening Choices for Older People has supported older people living in Birmingham since 1946. First founded by leading social workers with the assistance of volunteers, we've always supported the older people of Birmingham. We operate nursing homes, supported living schemes and independent living schemes across the breadth of the city.

The **Nursing Home Maintenance Manager** at **Anita Stone Court, Moseley**, is responsible for the upkeep, safety, and presentation of the home, ensuring a secure and efficient environment for residents and staff.

Duties include carrying out **preventative and reactive maintenance**, managing **health and safety compliance**, overseeing **contractors**, and maintaining **site records** for **fire, legionella, gas, electrical, and LOLER regulations**. The role requires **practical skills** in carpentry, plumbing, decorating, and general maintenance, along with strong **problem-solving** and **organisational** abilities. A formal qualification in a relevant trade is essential, and experience in building maintenance, preferably in a care setting, is desirable.

The post includes **on-call emergency cover** across BCOP's nursing homes.

Responsibilities

Purpose and overview

The postholder is responsible for the internal & external upkeep, maintenance and presentation of the nursing home and will ensure a safe, attractive and efficient working environment for staff and service users.

Responsible to: General Manager

Location: Anita Stone Court, Moseley

Main Duties

- Take pride in the overall presentation, safety and maintenance of the home, proactively identifying & carrying out reactive, preventative maintenance tasks and scheduled health and safety checks which may be required.
- Keep full and accurate records of all scheduled Health and Safety checks and associated reactive works, liaising with external contractors and the Property services manager to ensure full compliance with all regulatory requirements such as fire, legionella, electrical, gas, asbestos and LOLER (Lifting Operations and Lifting Equipment Regulations).
- Responsibility for carrying out site inductions for new staff, such as explaining & showing relevant site fire evacuation procedures & equipment to ensure a safe working environment
- Managing of contractors to ensure they are working responsibly & safely whilst on site, carrying out contractor inductions & issuing any permits

Hiring organization
BCOP

Employment Type
Full-time

Beginning of employment
June 2025

Industry
Social Care

Job Location
20 Moor Green Lane, Moseley, B13
8ND, Birmingham, West Midlands

Working Hours
37.5

Base Salary
£ 28,000 - £ 28,000

Valid through
26.05.2024

where relevant

- Undertake tasks of a general maintenance and building nature including carpentry, painting & decorating, basic plumbing and other general maintenance tasks.
- Carry out regular inspections of equipment such as ladders, steps & tools
- Carry out portable appliance testing and any other associated checks on occasions whenever the need arises.
- To be flexible and undertake any other duty reasonably associated with the maintenance or building trade to good quality standards of workmanship.
- Ensure all working practices comply with current relevant health and safety regulations and the needs of the site.
- Order materials from agreed suppliers and monitor the level of stock. Where necessary personally collect and deliver materials as required. Ensure all materials are stored in a safe and secure manner.
- Maintain clear records of all materials purchased from merchants, ensuring all invoices and where appropriate counter receipts correspond to job and timesheets.
- Liaise and communicate with other members of staff and external professionals as appropriate.
- Work flexibly to meet the needs of the service users and staff living and working in the scheme
- Attend and participate in mandatory, statutory and relevant training courses as and when required.
- Ensure that Health & Safety regulations are met and that all risk assessments are always adhered to.
- Positively promote and raise the profile of older people with BCOP.
- Attend and participate in staff meetings.
- To undertake such other duties as are required from time to time, such as collecting of medication or items for the home etc working unsocial and/or different hours and working at different sites. Participate in an out of hours rota, covering emergency cover for all three nursing homes. If an actual presence is necessary, door to door payment is made in addition to salary, at hourly rate.

Please note that this is an outline of the postholder's key duties and responsibilities. It is not intended as an exhaustive list and may change according to service needs following discussion with the postholder.

Qualifications

A formal qualification in one of the below

- carpentry,
- painting/decorating
- plumbing
- electrical
- ventilation

Good understanding of the practical application of current H&S regulations including COSHH, carrying out risk assessments & managing contractors

A minimum of 3 years' experience of maintaining buildings & equipment to a high standard

Competent to do maintenance tasks relating to relating to legionella, fire, electrical systems and of care equipment such as profile beds, air mattresses, side rails and nurse call systems.

The ideal candidate will have the following **desirable** attributes:

- IOSH managing safely qualification
- PAT testing qualification
- a valid IPAF/PASMA card

and a working knowledge of

- HSG 220 health & safety in care homes
- safe use of bed rails,
- LOLER regulations,
- ACOP L8

This post is subject to completion of a successful enhanced disclosure check.

Job Benefits

As well as a competitive salary other benefits of working for BCOP include:

- Free on site car parking, with good links to public transport network
- 24 days annual leave plus bank holidays. Increasing to 29 days after 5 years' service (pro-rata for part time employees)
- Free health insurance
- Free Life Assurance scheme
- Workplace pension
- Flexible on site working

Contacts

How to apply

Please click on the 'Apply now' button on the right hand side of this page.

Add your contact details.

Upload for your CV and a covering letter (of no more than two pages) outlining how you meet the requirements of the role.

We look forward to receiving your application.

If you have any further questions please email HR1@bcop.org.uk.

A full [Maintenance manager job description](#) can be found here