



## JIGSAW HOMES GROUP LIMITED

### BENEFITS AND JOB DETAILS

<b>Position:</b>	Component Fitter (Kitchen & Bathroom) (Please Quote Ref JHG98 on the application form)
<b>Employer:</b>	New Charter Building Company (Part of the Jigsaw Homes Group)
<b>Location:</b>	New Charter Building Company, Outram Road, Dukinfield, SK16 4XP.
<b>Salary:</b>	£30,000 - £32,000 per annum dependent on experience Salary Band E.
<b>Hours:</b>	38 hours per week, 8.00am to 4.15pm Monday to Thursday and 8.00am to 15.30pm Friday. There will be a need to provide cover for the emergency service and from time to time other flexible working patterns.
<b>Status:</b>	Permanent subject to probationary period
<b>Holidays:</b>	24 working days per annum (5 day working week) plus bank holidays, plus 3 concessionary days holiday during the Christmas period, plus additional days after 2 years continuous service to a maximum of 5 days.
<b>Pension:</b>	The Group belongs to the Pension Trust Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
<b>Closing date for applications:</b>	Sunday 8 December 2019
<b>Provisional interview date:</b>	To Be Confirmed
<b>Commencement date:</b>	As soon as possible
<b>Probation period and references:</b>	Please note that any offer made by the Group and subsequent employment is subject to a six month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
<b>Eligibility to work in the UK:</b>	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
<b>Diversity:</b>	Jigsaw believe diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.
<b>Application to be returned to:</b>	HR Department Jigsaw Homes Group Cavendish 249, Cavendish Street, Ashton Under Lyne, Lancashire, OL6 7AT

## JOB DESCRIPTION

### Component Fitter (Kitchens & Bathrooms)

<b>Department:</b>	Asset Management
<b>Located at:</b>	New Charter Building Company, Outram Road, Dukinfield, SK16 4XP.
<b>Hours of work:</b>	38 hours per week, 8.00am to 4.15pm Monday to Thursday and 8.00am to 15.30pm Friday. There will be a need to provide cover for the emergency service and from time to time other flexible working patterns.
<b>Responsible to:</b>	Operations manager
<b>Responsible for:</b>	Trainees
<b>Overall aim of the job:</b>	Carryout the installation of planned works in line with organization refurbishment programme, particularly with regard to kitchen / Bathroom installation.

### MAIN TASKS OR ACTIVITIES

1. Installation of planned works in line with organisation refurbishment programme, particularly with regard to kitchen /bathroom installation.
2. Carry out general repair work and do items of a multi skilled nature associated with the main job ordered.
3. Undertake items of repair and maintenance to the Group's managed properties as directed by the Planner or Site Manager.
4. Construct items of manufactured joinery to the highest standards achievable (within budget).
5. Undertake all work as directed by the planners or Site Manager. Advise Planner or Site Manager of any work which cannot be completed during that visit. Promptly complete records of work completed or delayed due to no access, awaiting materials.
6. Inspect items of disrepair. Assess options for repair and/or replacement, and remedy disrepair in the most appropriate manner. Take responsibility for quality of finished job, life expectancy of repair, and quality of service to customer.
7. Check and ensure that all places where work is carried out have a safe working environment for work to proceed. Report unsafe working conditions to a Manager immediately and do not start work on the job unless instructed to do so by a Manager.
8. Act as the Group's contact with its tenants and residents regarding property issues, arranging appointments with the planners as and when required.
9. Report any incidents of concern regarding tenants and residents to the Site Manager immediately.
10. Make good disturbed structures/finishes of a minor nature and report to Planner or Site Manager where other trades persons are required to make good.
11. Clear all work areas and remove rubbish after completion of work.
12. Report any instances of damage caused to tenant's property to the Site Manager.
13. Effectively communicate with other staff members, residents, contractors etc either over the telephone, by e-mail or in person.
14. Assist other members of the Asset Management Team in the execution of work requiring more than one operative.
15. Use, maintain, clean and store all tools, equipment, vans and first aid boxes etc., provided by the Group, in accordance with manufacturers/suppliers instructions. Bring to the attention of the Site Manager any items which are damaged, unfit for use, or need servicing immediately.
16. Order, collect and take delivery of materials and plant hire equipment required for completion of maintenance work.
17. Seek and implement service improvements to meet the needs of internal and external customers when possible in consultation with a Manager.

18. Carry out all duties in accordance with relevant legislation affecting the construction/maintenance industry, and in particular, the health and safety legislation within the parameters of the tasks and duties. Ensure that all PPE and RPE is worn as specified for the task, and that where RPE is required ensure the correct fit and protection is achieved appropriate for the task.
19. Attend regular training and technical updates as instructed by the Group within the parameters of the tasks and duties.
20. Provide cover for team members when they are absence from work as and when required.
21. Supervise trainees during daily operations and provide training, coaching and guidance by sharing on the job skills and experience. Check work after each completed task and report on operative's performance to the relevant Performance supervisor when required.
22. Attend regular team meetings and performance review meetings as required.
23. Be available for and provide an out of hours emergency call out service as instructed by the Group.
24. Use any transport provided by the Group in accordance with all road traffic and highways laws both during the outside normal working hours.
25. Use, re-charge batteries, and store mobile telephones provided by the Group.
26. Where necessary provide information to the Group's insurers.
27. Carry out all duties in accordance with the Groups policies and procedures and Financial Regulations.
28. Contribute to the Group's Quality Improvement Programme, recommending improvements to stock as and when required.
29. Ensure you work in accordance with the Financial Regulations at all times.
30. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
31. Ensure you work in accordance with the Equality Act 2010 and the Equality & Diversity Policy at all times.
32. Carry out any duty which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Group Directors commensurate with the position

**PERSON SPECIFICATION  
COMPONENT INSTALLER**

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<b><u>QUALIFICATIONS</u></b>		
NVQ level 3/City & Guilds in joinery or equivalent  or  NVQ level 3/ city & guilds in plumbing or equivalent	E	Application/Interview
<b><u>SKILLS/EXPERIENCE</u></b>		
Experience of ordering and receiving/collecting materials and plant hire	E	Application/Interview
A good knowledge and understanding of up to date knowledge of relevant legislation and regulations	E	Application/Interview
Post training experience in the construction/installation industry. Particularly with regard to the installation of new kitchens	E	Application/Interview
Good punctuality record	E	Application/Interview
Ability to demonstrate technical skills	E	Application/Interview
Ability to keep accurate administration records	E	Application/Interview
Ability to demonstrate technical skills	E	Application/Interview
Ability to climb ladders	E	Application/Interview
Ability to carry out other core trades associated with joinery	E	Application/Interview
A good knowledge and understanding of Social Housing	D	Application/Interview
Computer literate	D	Application/Interview
<b><u>COMPETENCIES</u></b>		
Ability to work on their own and as part of a team	E	Application/Interview
Take pride in their work	E	Application/Interview
Ability to communicate well	E	Application/Interview
Works harmoniously with others, helping to generate a positive team atmosphere whilst building effective working relationships	E	Application/Interview
Appreciation of the Customer Service skills required within this role	E	Application/Interview
A positive and responsive attitude to change, participating and makes constructive suggestions for solutions and improvements	E	Application/Interview

A commitment to Groups equal opportunity policies and practices	E	Application/Interview
Ability to work under pressure and manage time effectively	E	Application/Interview
<b><u>OTHER</u></b>		
A full driving licence	E	Application/Interview