

Job Description

Job Title	Facilities Operative
Site	Sancta Maria Hospital
Responsible to:	Facilities Manager
The Healthcare Management Trust (HMT)- Ethos and Values	
<p>At the Healthcare Management Trust (HMT), we are committed to delivering the highest quality healthcare and understand that our well-trained, passionate team of employees lie at the heart of delivering the service our patients and residents expect.</p> <p>Our team of employees share our vision to provide world class healthcare, and we continuously improve the skills within our workforce to ensure we maintain our position within the healthcare sector. We know our team have a wealth of knowledge and experience, and by working together we develop an exciting and innovative workplace.</p>	

Job Summary: To support the Facilities team in providing an effective maintenance, security and portering service for the Hospital within statutory obligations, adhering to HMT policy and related documentation.

Main duties and responsibilities:

- Work as part of a multi-disciplinary professional team ensuring a high standard of planned/reactive maintenance for the Hospital, to ensure no disruption to hospital services.
- Undertake the day-to-day planned maintenance routine duties and repairs, checks and testing of the complete spectrum of services found in a clinical building environment.
- Undertake weekly fire alarm & sprinkler testing.
- Undertake backup generator full load testing
- Liaise with the Facilities Helpdesk / interact with work allocation procedures for daily work plan/issues including assisting with communications with the ward/departments on progress of jobs.
- To assist with the provision of Hospital-wide portering services to ensure a high standard of patient care is delivered
- To be responsible for the removal of hospital general waste, laundry, clinical waste and Sharps disposal bins from the Ward, Theatre and Outpatients Departments and for the safe disposal according to Hospital Policy
- To be responsible for the checking and changing of oxygen cylinders on a twice daily basis and to ensure safe storage of medical gases and liaise with Facilities Manager for re-ordering to ensure gas stores are fully stocked
- To transfer and deliver goods to and from designated areas
- Ensure the safety and security of all persons and properties at the Hospital.
- Ensure all security policies and procedures of HMT are followed and adhered to.
- Carry out patrols as requested.
- Provide a prompt response to any security incidents in line with the SOP's.
- To monitor CCTV systems and intruder alarm, ensuring all equipment is operational and any faults are reported immediately to the relative contractor.

General Responsibilities

- To be responsible for the health, safety and welfare of yourself and others whilst at work, including colleagues, residents and visitors to the Home and for alerting the officers responsible to any hazards or potential risks to health and safety.

- To be fully conversant with the HMT policies relating to Safeguarding of Vulnerable Adults and Whistleblowing.
- To ensure compliance with the HMT Information Governance Policy and GDPR, maintaining an appropriate level of confidentiality around issues that may be personal or commercially sensitive.
- To ensure compliance with National and local Infection Prevention and Control guidance and policies
- Establishing and maintaining positive working relationships both with colleagues, residents, visitors and other health professionals and agencies.
- To act as an ambassador for the HMT company Vision. Ethos and Values.
- To promote equality and diversity at all times and across all work activities, with an emphasis on protected characteristics and promoting Fairness, Respect, Equality, Dignity and Autonomy (FREDA)
- To adhere to HMT policies and procedures.
- Attend mandatory training days / courses, on or off site, as per contractual agreement and role requirement
- To undertake any other duties and accountabilities which would be lawful, reasonable and appropriate to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Basic literacy and numeracy skills 	<ul style="list-style-type: none"> • NVQ or equivalent in building maintenance
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Experience in building maintenance • Good communication skills • Have a good understanding of the English language both spoken and written • Good customer care skills 	<ul style="list-style-type: none"> • Previous experience of working in a Healthcare environment • Knowledge of Health and Safety • Knowledge of COSHH
APTITUDE & ABILITIES	<ul style="list-style-type: none"> • Ability to work on own initiative following agreed policies and procedures • Presentable and approachable • Flexible to changes in routine or work environment • Able to take and follow verbal instructions to react to changing circumstances 	
DISPOSITION / ATTITUDE / MOTIVATION	<ul style="list-style-type: none"> • Positive attitude and positive image • Integrity, fairness and loyalty • Calm and Caring when dealing with operational pressures 	



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www.hmt-uk.org

OTHER FACTORS		
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Staff have a contractual duty to ensure that mandatory training is current and will be expected to participate and undertaken further developmental training specific to their role.

I have received a copy of this Job Description, read it, understood it and agreed to it.

Signed..... Date.....
Job Holder

Signed..... Date.....
Line Manager