

Job Description and Person Specification

Maintenance Worker - 20 hours / week

updated 8/4/25

Department / Section	Buildings & maintenance team
<p>Main purposes of job</p> <p>1. Assist with reactive and maintenance work</p> <p>2. Help with the preservation of the buildings and converting of derelict spaces into usable ones</p>	<p>Tasks include:</p> <p>1. a. With the other maintenance worker, record requested jobs in a clear tracking system and undertake jobs highlighted by yourselves, community members or Committee of Management. These could include electrical, plumbing, carpentry or other types of work.</p> <p>b. With the other maintenance worker (and the Buildings and Development Manager as needed): discuss approaches to different jobs and their level of priority, and track the progress of jobs.</p> <p>c. Record and report regular meter readings of water, electricity and those associated with the boiler and heating system.</p> <p>d. Update the community meeting each week about (all aspects of) your work, especially the status of requested jobs in the tracking system, and establish ways to receive input from the community about their maintenance needs.</p> <p>2. a. Undertake preventive, reactive and cyclical maintenance to the outside of all buildings on the estate. This includes but is not limited to: gutters, window frames and walls, to prevent water ingress and other degradation to our historic structures</p> <p>b. Use your knowledge of plumbing, roofing and drainage as required on the buildings and estate, in line with your level of expertise and training.</p> <p>c. With the Buildings and Development Manager, ensure that safety systems (e.g. fire alarms, fire doors and associated documentation & risk assessments) are regularly tested and maintained in-house, and regularly inspected by external contractors, in line with legal requirements</p>

	<p>We have periodic open days and all residents and workers are expected to contribute to these.</p> <p>Learn about and help to develop, through the Sensory/Executive process, the aims of Braziers Park School of Integrative Social Research (BPSISR)</p>
Responsible for staff/equipment	<p>As a community, we share some responsibility for each other's emotional and physical wellbeing.</p> <p>You will also be a public face of Braziers and, in all public facing interactions, must behave accordingly.</p> <p>All residents share responsibility for the furniture, fittings, equipment and other property belonging to BPSISR and for the security of buildings.</p>
Reporting to: Buildings & Maintenance Team and Community Meeting	<p>You will be employed by BPSISR. CoM will expect you to complete timesheets and attend periodic review meetings. CoM rarely does so, but reserves the right to directly manage your job role.</p>

Person Specification

The ideal person:

- Can offer us a useful skill set and is keen to learn
- Wants to be part of the roller-coaster life of the community
- Doesn't mind breakfast with strangers, or clearing a blocked drain
- Is open to new experiences
- Wants to care for Braziers' house and grounds
- Is interested in non-didactic education
- Aspires to further Braziers' research on Community living, and
- Is making a positive, forward-looking choice to join a community.

A successful candidate for any of our jobs will be able to demonstrate potential competence in all of the key tasks identified on the relevant job description through qualification, experience or other means. That said, we understand that potential comes in many forms: past experience and qualifications are not everything and some 'learning on the job' is possible. So try us: your enthusiasm may bowl us over! We are definitely looking for people who want to be part of our community, not just employees. Being part of the community means attending our morning planning meeting, work-area meetings and the weekly Community Meeting. These meetings will be in work time, but we would strongly hope that you would voluntarily attend sensory meetings too.

Being part of the community means being prepared to do a bit extra to make life a bit better for everyone. It may mean cleaning a dirty loo. It may mean playing volleyball in your lunch hour or offering your party trick at a Wider Community Weekend. It will also mean having lunch with strangers, chatting with course participants and being an advocate for community life to our visitors.

Community life can be very rich and rewarding. It can also be difficult. Living so closely with people, our little idiosyncrasies can annoy or get other people down. Sometimes you can shrug things off; other times, you have to be brave enough to do reconciliation work.

Some people are attracted to community life when their outside life isn't working. This isn't always a good reason: please come when it's your first-choice way to live, not the least bad option.