

October 2024

# Vacancy



The Whiteley  
Homes Trust

**Multiskilled Maintenance Team Supervisor/Manager**  
**40 hours per week, Monday - Friday, 8 am-5 pm**  
**From £40K per annum depending on experience/qualifications**

**Can you embrace our core values -  
respect, integrity, ambition & involvement?**

If so, we would like to hear from you!

We are a charity that manages Whiteley Village retirement community, founded over a hundred years ago in Walton on Thames, Surrey, and the Village located in 225 acres of beautiful grounds and is a very special place to live and work.

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## **About the role**

The role of the Multiskilled Maintenance Team Supervisor is to lead our maintenance team, ensuring the smooth running of upkeep and repair operations and a high-performance working culture.

This role is for someone with proven technical skills and working knowledge of various trades, including carpentry and plumbing. You will be confident in taking ownership of projects, leading a team to ensure compliance, and work within health and safety requirements to provide a high level of service to our residents.

## **What you will be doing**

- Oversee maintenance operations for residential and commercial property stock in the village.
- Supervise and manage a team of maintenance technicians.
- Develop and implement preventive maintenance schedules.
- Coordinate with contractors and vendors for specialised repairs and services as needed.
- Ensure best practice and compliance in health, safety, and environment throughout the organisation.
- Regular review of risk minimisation procedures. Ensure all incidents, accidents and risks are recorded and reported.
- Conduct regular property inspections to identify and address maintenance needs.
- Respond promptly to emergency maintenance requests.
- Maintain accurate records of maintenance activities and repairs.
- Train and mentor maintenance staff.
- Communicate effectively with the Trust staff and residents.
- Order and maintain inventory of maintenance supplies and equipment.

- Identify and implement energy-saving initiatives.
- Monitor and evaluate the performance of maintenance staff.

Excellent customer service and communication skills are required and knowledge of IT systems as your work tasks will be assigned from a digital helpdesk to a PDA.

### **What's in it for you**

- 34 days annual leave, including bank holidays
- A supportive and friendly working environment
- Ongoing training and development opportunities
- Employee Assistance programme
- Generous pension
- Life assurance
- Blue Light discount card
- Free parking

An enhanced DBS and the right to work in the UK will be required for this role.

We are committed to equal employment opportunity regardless of race, religion or belief, ethnic or national origin, disability, age, marital or civil partnership status, pregnancy or maternity, sex, sexual orientation or gender identity or gender reassignment.

The Whiteley Homes Trust is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

An enhanced DBS check and the right to work in the UK will be required.

If you require any adjustments for the application process or interview stage, please contact us and we will be happy to discuss this with you.

**We review applications as they are received, so early submissions are highly encouraged. We reserve the right to close this advert once sufficient applications have been screened and progressed.**

To apply send your CV to [jobs@whiteleyvillage.org.uk](mailto:jobs@whiteleyvillage.org.uk)

Alternatively, call Sue on 01932 825804