

Job Description

Employer – Linskill and North Tyneside Community Development Trust

Vacancy – Maintenance Assistant

Working pattern and contracted hours – Monday, Wednesday, Friday 8:00-14:00

Number of vacancies - 1

Job Summary

We are seeking a reliable and proactive Maintenance Assistant to join our busy team. This hands-on role has a particular focus on grounds maintenance and painting and decorating, helping to keep our buildings and outdoor spaces safe, clean, and welcoming for all users.

Working at the Linskill Centre, the Maintenance Assistant will:

- Carry out routine grounds maintenance including grass cutting, litter picking, and keeping outdoor areas tidy and hazard-free.
- Support with painting and decorating tasks, helping to maintain a high standard of presentation throughout our centres.
- Assist with room setups for meetings, events, and community activities, including arranging furniture and moving equipment.
- Support the maintenance team with general repairs, health and safety checks, waste management, and other tasks as required.
- Work flexibly and respond to the needs of the organisation, contributing to a safe, well-maintained, and welcoming environment.

This is a varied and active role, ideal for someone practical, with good attention to detail, and a positive team attitude.

Essential skills, experience and qualifications

We want to hear from candidates who have a willingness to learn and take part in all required training. We want someone who can demonstrate a positive attitude and ability to take initiative.

Ability to work effectively and supportively as a member of the staff team.

Experience of undertaking a range of maintenance duties (preferably skilled background).

General maintenance or caretaker experience

Knowledge of Health & Safety Regulations as they relate to the operation of maintenance equipment and tools.

You need to be able to work independently and as part of a team and work in a professional manner at all times.