

Job Description:
Building Craftsperson

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| Function: | Hard FM Healthcare |
| Position:  | Building Craftsperson |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Bradley Dixon, New Works Manager |
| Additional reporting line to: | Sam Mellor |
| Position location: | Royal Stoke University Hospital (PFI Site) |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * The Building Craftsperson shall carry out a varied range of duties across the busy healthcare establishment. The duties and responsibilities will be across The Royal Stoke Hospital and Ancillary Buildings as required.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  |  |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Working within a live clinical environment where patient safety and infection control are critical.
* Required to minimize disruption to patient care and clinical operations during maintenance and repair tasks.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Planned Preventive Maintenance (PPM):*** Carrying out routine inspections and servicing of building fabric elements, including doors, windows, walls, floors, and ceilings.
* Maintaining fire doors, ensuring compliance with fire safety regulations and HTM 05-02.
* Inspecting and maintaining fixtures such as curtain tracks, handrails, signage, and access panels.

**Reactive Maintenance and Repairs:*** Responding promptly to building fabric faults, damaged flooring, broken fixtures and fittings.
* Repairing damaged walls, ceilings (e.g., patch plastering), flooring, and joinery.
* Adjusting or replacing defective ironmongery, door closers, locks, and access control fittings.

**Minor Construction and Fabrication Works:*** Undertaking small building projects such as constructing shelves, worktops or cupboards.
* Installing and replacing locks, key safes and security items

**Fire Safety and Passive Protection Maintenance**:* Maintaining compartmentation, fire stopping, and fire door integrity in line with fire risk assessments and HTM guidelines.
* Inspecting, installing and repairing intumescent seals, fire-rated materials, and passive fire protection components.

**Working in Compliance with Safety Protocols:*** Ensuring all tasks are carried out safely, with appropriate risk assessments, PPE, and method statements in place.
* Using ladders, scaffolds, or other access equipment safely and competently under Working at Height regulations.

**Use of Tools, Equipment, and Materials:*** Operating and maintaining power tools, hand tools, and specialist equipment required for building maintenance.
* Managing personal stock and materials efficiently, including ordering and safe storage in accordance with COSHH.

**Support for Clinical and Non-Clinical Areas:*** Adapting spaces for medical use by installing privacy screens, dispensers, brackets, notice boards, and bespoke fittings.
* Working in patient-facing areas with sensitivity, professionalism, and awareness of hospital protocols.

**Record-Keeping and Documentation:*** Completing reactive, PPM records.
* Logging work on CAFM (Computer-Aided Facilities Management) systems for audit and compliance purposes.
* **Teamwork and Training:**
* Collaborating with maintenance assistants to ensure all works are complete within timescales.
* Participating in mandatory training, toolbox talks, and skills development programs to maintain competence.
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Communication & Relationships Skills
* Knowledge, Training & Experience
* Analytical & Judgemental Skills
* Planning & Organisational Skills
* Patient/ Client Care
* Financial and Physical Resources
* Policy/Service Development
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential:* Professional, reliable, and conscientious
* Confident capable individual able to assess situations
* Self-motivated and able to adapt to changing priorities
* Enthusiastic.
* Able to demonstrate an aptitude for problem solving using a logical approach
* Confident and logical under pressure but must understand urgency and respond accordingly
* Prepared to work overtime if required.
* Attend external and internal courses as required
* Good understanding of Health and Safety.
* Reporting writing skills.
* Must be computer literate.
* Strong communication and interpersonal skills.
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| Desirable:* Recognised apprenticeship or NVQ Level 2 or 3 (or equivalent) in a relevant building trade
* Additional qualifications in Health & Safety (e.g. IOSH Working Safely, Asbestos Awareness)
* PASMA, IPAF, or other access equipment certification
* Fire Door Installation/Maintenance certification.
* Understanding of fire stopping, fire doors, and passive fire protection.
* Knowledge of safe systems of work, including Risk Assessments and Method Statements (RAMS).
* Awareness of infection prevention and control principles.
* Experience working in occupied or live environments.
* Relevant experience in a maintenance/engineering environment.
* Previous experience within a Health Service context
* Ability to demonstrate self-motivation and drive.
* Any specialist knowledge relevant to the health care environment.
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version | Version 1 | Date | May 2019 |
| Document Owner | Isaac Banks |
|  | Version 2 |
|  | Bradley Dixon August 2025 |

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| 10. Employee Approval – To be completed by employee |
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| Employee Name |  | Date |  |

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