

DWP Bid Unique Identifier

Job Placement title

Job Placement summary

The Maintenance Pathway Trainee will develop key skills in a range of duties connected to the buildings and grounds of our services, whilst also working in an organisation that promotes, maintains and improves education and training for people diagnosed with autism and/or other autistic and related communication disorders.

The Maintenance Pathway Trainee will work within the maintenance team and will be assigned a role mentor and coach.

Key responsibilities

- To assist staff when moving furniture and organising rooms
- To carry out minor maintenance duties as instructed
- To assist in the repair and maintenance of equipment and toys
- To assist in daily health and safety checks
- To liaise with reception desk staff regarding suppliers and deliveries
- To learn about record keeping
- Supporting the team – basic administration and team tasks such as tea and coffee making.

Please note: These roles will be based at one of our two schools but trainee's will be expected to work with site staff at any of our sites including our Post-19 sites and our Charity Office. Travel expenses between sites will be paid.

KICKSTART SCHEME

Essential skills, experience and qualifications

Qualifications	GCSEs Grade 4 and above in English and Maths
Experience	Not required, but enthusiasm to make the most of the placement is a must.
Interest in developing these skills	Working in a team Working with people Buildings maintenance Site management Practical solution development
Personal qualities	Able to develop good working relationships in a team Able to follow instructions Open and honest approach. A commitment to safeguarding and promoting the welfare of children and young adults.

Job category (DWP use only)

Number of hours per week

Working pattern and contracted hours (including any shift patterns)

Hourly rate of pay

Details of employability support (training opportunities/mentor)

The Maintenance Pathway Trainee will develop key vocational skills:

- Time keeping
- Personal presentation
- Meeting deadlines
- Record keeping
- Teamwork
- Organisation skills
- Attention to detail
- Interpersonal and communication skills

Training in these vocational skills will be a mixed of blended learning (on-the-job, vocational skills development workshops delivered every two weeks, feedback from line manager and mentor/ coach). Use will also be made of online learning programmes.

This role will be supported by a job mentor and coach to ensure that the Trainee is successful in role, develops their CV and is supported to search for permanent roles.

Full induction training will be given including, not limited to: Safeguarding, Fire Awareness, Manual Lifting and Handling and Fire Evacuation Procedures.

Company name

BeyondAutism

Closing date for applications

15th January 2021 (Tranche 1 of placements from February to July) and **28th May 2021** (2nd tranche of placements from July to Dec 2021)

Using the table on the next page please provide details for each Job Placement by location.

Employer Job Placement reference (where applicable)	Job Placement location and address (including post code)	Contact details for the Job Placement Name Email address Telephone	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
KSB9118F94	BeyondAutism 48 North Side Wandsworth Common, London SW18 2SL	Ian Hunter HR Director ianhunter@beyondautism.org.uk 07771785 795	By email to kickstart@beyondautism.org.uk Stating which role the applicant wishes to be considered for.	Up to 4 in each tranche	5	Yes	By end of January 2021 for tranche 1 and end of May 2021 for tranche 2.
KSB9118F94	BeyondAutism 520 Garratt Ln, Earlsfield, London SW17 0NY	Ian Hunter HR Director ianhunter@beyondautism.org.uk 07771785 795	By email to kickstart@beyondautism.org.uk Stating which role the applicant wishes to be considered for.	Up to 4 in each tranche	5	Yes	By end of January 2021 for tranche 1 and end of May 2021 for tranche 2