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| Job Title | General Maintenance Operative |
| Reporting to | Head of Estates & DAO |
| Location | Stadium |
| Line Management Responsibility | N/A |
| Main Purpose | To support the maintenance team in carrying out a range of general maintenance tasks across the site(s), ensuring buildings and grounds are kept clean, safe, and in good working condition. No prior experience is necessary, but a willingness to learn and a hands-on approach is essential. |
| Working Hours | Full Time which includes evenings, weekends and bank holidays as required and in line with business needs |

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| DUTIES & RESPONSIBILITIES | | |
| Your main responsibilities for this role include, but are not limited to the following:   * To assist in carrying out planned preventative maintenance (PPM) and reactive repairs across All venues. * Provide matchday maintenance support, ensuring all stadium facilities are fully operational before, during and after event. * Assist in undertake general building fabric works, including seating repairs, signage installation, door and lock maintenance, painting, and carpentry. * Perform general laboring duties such as lifting, moving, and tidying. * Carry out basic repairs and maintenance tasks as instructed. * Report maintenance issues or safety hazards to head of estates. * Clean and maintain external areas such as pathways, car parks, and gardens. * Carry out minor painting work where needed under instruction from lead painter. * Assist in setting up and taking down event fan zone areas, ensuring equipment, furniture, and fittings are maintained and stored correctly. * Support with deliveries and stock movements to and from venues * Assist skilled tradespeople with tools, materials, and site preparation. * To contribute positively to the Clubs vision and culture * To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything. * To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour. * To fully participate in one-to-ones and departmental reviews and meetings. * To fully participate in annual and mid-term appraisals. * To understand the Club’s Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role. * To promote and assist with Safeguarding. * To carry out CPD and keep up to date with any training and updates relevant to the role. * To ensure the health & safety within the Club for self and others is adhered to at all times. * To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding. * To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.   The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. | | |
| PERSON SPECIFICATION | | |
| Essential Criteria | | **Desirable Criteria** |
| * Ability to work both independently and as part of a team * Basic communication skills (verbal and written) * Willingness to learn and take instruction * Ability to work under pressure, particularly during live events. * Excellent problem-solving skills with a proactive, hands-on approach. * Good communication skills and ability to work independently or as part of a team. * Understanding of Health & Safety legislation and safe working practices. * Reliable and punctual * Able to carry out manual work, including lifting and handling. * Highly organised and methodical approach to workload * Confidential and diplomatic * Right to Work in the UK | * Previous experience in a multi-maintenance role, ideally within a stadium, large venue, or commercial building environment. * Health & Safety awareness or training * Basic understanding of tools and equipment * Previous experience in a similar role * Driving license and flexibility to travel between sites with the use of WBAFC pool vehicles * Ipaf training or previous knowledge * Pasma mobile tower training * First aid | |

**Equality and Diversity**

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

**Safer Recruitment**

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA’s Safeguarding, Equality and Whistleblowing policies can be accessed here <https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out for this post.

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| **Signed** | **Name** | **Date** |
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