

RECRUITMENT PACK

MAINTENANCE ASSISTANT

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Maintenance Assistant
BDCH6359a



Department/Team

Infrastructure Services



Location

Mobile

London-based but covering all 3
Battersea sites (London, Old
Windsor and Brands Hatch)



Salary & Grade

£26,224 per annum,
Grade F



Hours

Full Time

35 hours per week

Weekend working on a rota basis
needed. Some bank holiday
working will be required.

We're always happy to discuss
flexible working, part time hours
and job share arrangements.



Duration

Permanent

ABOUT THE ROLE

We are currently seeking a **Maintenance Assistant** to help keep our centres running smoothly and safely for the animals in our care. You will have an important role in maintaining our facilities, supporting our team, and ensuring a clean, secure, and welcoming environment for both animals and employees.

Your role will involve supporting the 3 Battersea sites with general maintenance tasks to allow the site to meet its operational needs. If you're practical, proactive, and want your work to have a real impact, we'd love to hear from you.

RESPONSIBILITIES

	Estimated % time
<ul style="list-style-type: none"> Deliver a programme of planned preventative maintenance tasks, to keep the buildings, site and equipment in the best condition possible. This will include drainage, guttering, door furnishings, kennel and pen management, and then onto HVAC and plant. 	50%
<ul style="list-style-type: none"> Respond to reactive jobs, logged into the helpdesk, providing 'business as usual' solutions to all buildings issues. 	30%
<ul style="list-style-type: none"> Deliver discreet projects such as office moves, space conversions and other site and paddock improvements. 	<5%
<ul style="list-style-type: none"> Undertake decorating across sites including preparation, making good and painting. 	<5%
<ul style="list-style-type: none"> Undertake waste management duties and implement recycling plans - this includes emptying dog waste and general waste bins and litter picking from the grounds. 	<5%
<ul style="list-style-type: none"> Keep the external and internal areas of the site clean, in good condition and free from hazards. 	<5%
<ul style="list-style-type: none"> Take and assist others with deliveries of stores, equipment, animal food etc. and ensure that all storage provisions are in line with standards set by the Facilities Team Leader. 	<5%
<ul style="list-style-type: none"> Undertake vehicle inspections/maintenance and drive the company vehicles as required. 	<5%
<ul style="list-style-type: none"> Complete all paperwork associated with the role in accordance with the requirements set out by the Maintenance Team Leader. This will include use of the organisation's computer system and associated IT packages such as but not limited to outlook (email), word and excel. 	<5%

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

PERSON SPECIFICATION

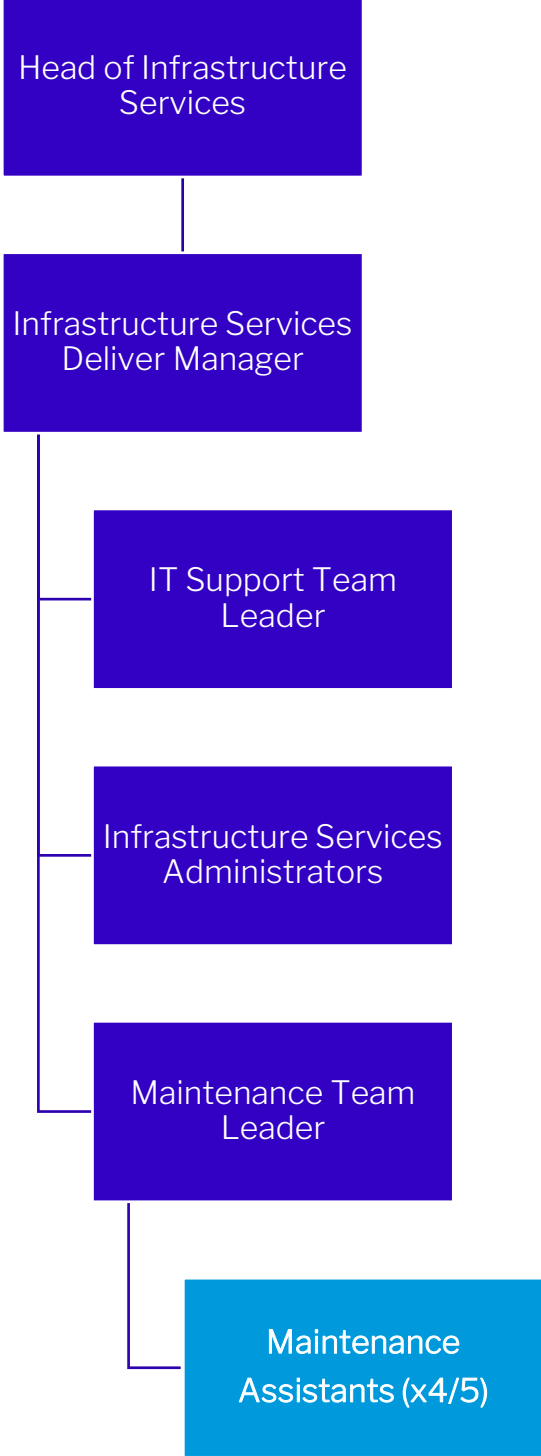
ESSENTIAL

- Experience and competence in general maintenance/Handyperson tasks.
- Awareness of or willingness to learn relevant H&S legislation, British Standards and other relevant policies and procedures.
- Proven experience of working constructively and collaboratively with contractors and colleagues from different teams.

DESIRABLE

- Experience of working outdoors.
- Working knowledge of drains and plumbing.
- Experience of working with disposal of hazardous waste.
- Comfortable working with dogs and cats.
- Experience of/comfortable with working at Height.
- Basic electrical course.

POSITION IN THE TEAM



YOUR APPLICATION



KEY DATES



Closing Date

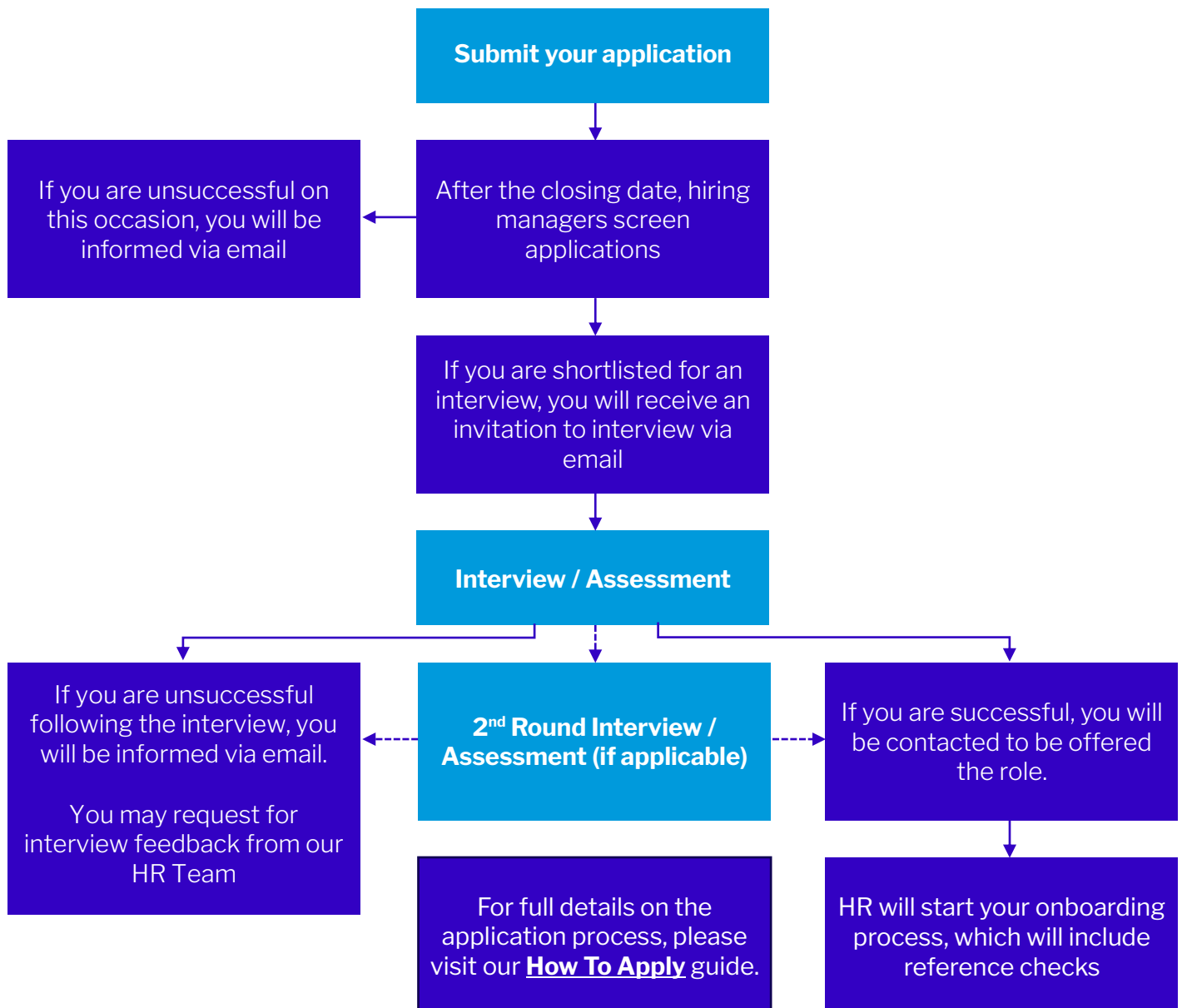
8th May 2026



Interview Date

Early applications are encouraged as interviews will take place on a rolling basis ahead of the closing date.

APPLICATION PROCESS





COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

Our application forms will ask you for:

- Employment History
- Educational History (which is non-mandatory)
- A supporting statement of no more than 1000 words and/or
- Responses to short-answer questions

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the 'Life at Battersea' document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role(s) you apply for.

ACCEPTABLE USE OF AI

At Battersea, we value expertise. We recognise each candidate that applies to us will have a range of expertise they can offer us, so we want to hear about this in your own words. We understand the support that generative artificial intelligence (AI) software can offer but it can also lead to numerous applications presenting as generic and impersonal. This makes it difficult to gain understanding of your unique experience.

To best showcase yourself, we encourage you to write your responses without the assistance of AI. If you require the use of AI software to aid in completing your application, we ask you use the generative responses as a prompt for writing your answers and avoid copying and pasting. You must also ensure the information presented in your application accurately reflects your experience.

If you are successful to the interview stage of the recruitment process, we ask that you follow the below guidelines on the use of AI at interview stages:

Acceptable use:

- Researching sector trends, company information, or general interview tips
- Practicing interview questions with AI tools to improve communication skills
- Using AI to support with structuring your responses

Please do not:

- Submit AI-generated responses as your own during the interview
- Use AI to impersonate or misrepresent your experience or skills
- Use AI tools during real-time interviews



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all staff, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)
- Candidate to be at least 18 years old of age at the start of the employment

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our [Job Applicant Privacy Notice](#) or contact our Data Protection office at DataProtection@battersea.org.uk



BATTERSEA

HERE FOR EVERY DOG AND CAT

BATTERSEA DOGS & CATS HOME

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Battersea is a charity registered in England and
Wales (206394)

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