Job Vacancy Information Pack

Post: Maintenance Assistant

Job Reference: EX694 (please quote on application form)

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
   - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
   - Accepted methods of application and how to submit.
3. Application form
   - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
   - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
   - A list of essential and desirable criteria for the post.

Important Information

The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 475 animals across more than 60 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.
Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.

As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Yorkshire Wildlife Park's Mission Statement

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

Maintenance at Yorkshire Wildlife Park

The Maintenance Department covers the general running of the park and supports the departmental workings of the whole site, including the animal and retail departments and the site catering outlets. The work carried out by the department covers activities ranging from general building and services maintenance to servicing the animal areas and ensuring that daily health and safety checks are carried out on all operational equipment, including the outdoor and indoor play areas. The role involves working inside and outside using a wide range of machines, from small power tools to telescopic handlers.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

Shortlisting

To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP that, as a minimum, they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references

How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via email to the following email address recruitment@yorkshirewildlifepark.com

Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.

Job Description

Job Title: Maintenance Assistant

Reporting to: Head of Maintenance/ Maintenance Team Leader

Department: Maintenance

Primary Responsibilities

To work under the direction of the Head of Maintenance / Maintenance Team Leader, undertaking general maintenance tasks to provide a high-quality maintenance and repair service to the park.

Key Work Objectives

- Assist Maintenance Operatives with routine general maintenance duties, including basic plumbing, joinery and fencing tasks.
- Conduct basic vehicle checks and drive the park vehicles as required.
- Carry out general housekeeping of the site to include, but not exclusive to, litter picking, emptying of bins and compressing of cardboard.
- Assist with car parking duties as required.
- Assist with the setting up and dismantling of park events.
- Undertake any training, professional development or qualification needed to fulfil the requirements of the role.

General

- Ensure and maintain the highest levels of professionalism, service and personal appearance.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.
- Undertake any other reasonable duties as requested by the management team.

Job Specification

Job Title: Maintenance Assistant

Reporting to: Head of Maintenance/ Maintenance Team Leader

Working Hours: Basic of 40 hours per week scheduled in accordance with business requirements. To include weekend and bank holiday work as required.

Salary: £26,520 gross per annum

Contract: Permanent (subject to the successful completion of a probationary period)

Purpose of role: To provide on-site maintenance cover as directed.

Main Duties & Responsibilities:

- General housekeeping of the site to include but not exclusive to litter picking, emptying of bins and compressing of cardboard.
- General maintenance duties to include but not exclusive to pathway maintenance, fencing repairs and basic plumbing and joinery duties.
- Assist with maintenance projects as directed by the Head of Maintenance / Maintenance Team Leader.

Candidate:

- Self-starter with the ability to work on own initiative.
- Excellent interpersonal skills.
- Keen to learn, self-motivated and willing to work outdoors in all weather.
- Must be flexible and able to work during our peak times which include weekends, bank holidays and school holidays.

Start Date: As soon as possible

Closing date for applications: Sunday 22nd November 2026

Person Specification

Job Title: Maintenance Assistant

Assessment Criteria	Essential (E) Desirable (D)
Experience	
Experience in a similar maintenance role	D
General building maintenance experience including joinery, plumbing, painting & decorating	D
Skills / Abilities	
Personable and enthusiastic	E
Ability to work as part of a team	E
A practical, problem solving approach with a 'can do' attitude	E
Ability and enthusiasm to learn new skills	E
Motivated and enthusiastic to complete training relevant to the maintenance role	E
Knowledge	
Awareness of safe working practices in a working environment	D
Qualifications	
Full UK driving licence	D