



### Further Particulars for the post of Maintenance Supervisor

Our vision for this role is someone who will take a proactive approach to organising and supervising the Maintenance team on a day-to day basis in order to provide effective support to the Maintenance Manager and deputise in his absence.

We are looking for an efficient and well organised supervisor who will be able to run many of the Maintenance Department systems following well established procedures. He/she will be part of a small and friendly Maintenance team responsible for providing a high level of service to the College's diverse community of students, academic and support staff and visitors. He/she will be equally comfortable working as a lone worker and be able to adopt a responsive, adaptable and "hands-on" working style. The Maintenance Supervisor will also need to be willing to undergo relevant on the job training and be flexible with working hours in order to meet the demands of the post.

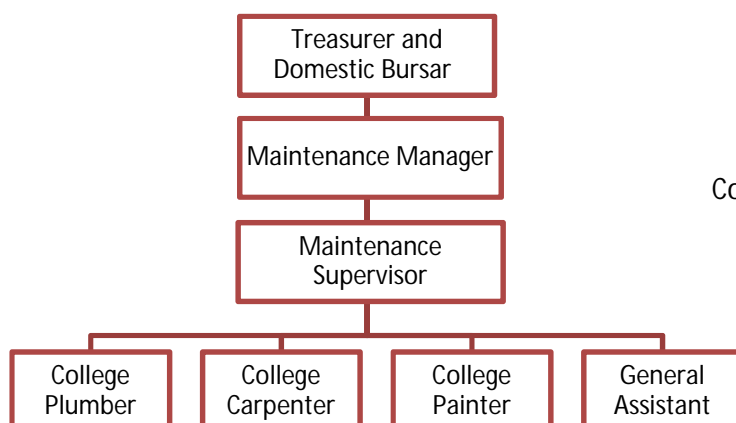
### About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do. The current community comprises approximately 550 undergraduate and postgraduate students and around 200 academic and support staff as well as a host of visiting academics, former members and conference guests.

### About the Maintenance department

The Maintenance Department is responsible for carrying out ongoing maintenance and minor building works within the College and its outside properties. The team ensures the smooth running of the College's heating, electrical and numerous other systems as well as overseeing the work of various contractors throughout the year. The team is led by the Maintenance Manager, who is responsible to the Treasurer for the management of all estate and maintenance issues affecting the College. This post holder will supervise the College Plumber, Carpenter, Painter and General Assistant.

The Maintenance team work with all members of the College to provide a range of buildings, estates and maintenance services for those who live and work here. They liaise closely with the Lodge, Catering and Conference and Housekeeping departments in particular on matters which require a coordinated approach such as the busy summer works period, room moves and renovation as well as routine surveys and testing of College services.



For further information about the College, please visit [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

## Job Description

### *Main duties*

- Supervision of the Maintenance team on a day to day basis.
- Collate and issue the Maintenance requests to the relevant Department trades. Ensure that all work is carried out successfully with the minimum of disruption to the day-to-day operation of the College. Monitor each Department member's workload to ensure effective use of time.
- Provide support and cover for the work of other members of the Maintenance Department as required. Assist other trades to resolve Maintenance request issues if required.
- Carry out maintenance request works where necessary to ensure minimal backlog of requests.  
Sample duties (not an exhaustive list) include:
  - Changing light bulbs and tubes
  - Basic repairs
  - Use of ladders and tower scaffolds e.g. repair or to clear gutters
  - Collection of materials from merchants
  - Installation of curtain tracks and curtains
  - Lock repairs
- Identify, source and purchase materials needed for the day-to-day functions of the Maintenance Department, including all plumbing, lighting/ electrical, carpentry & decoration requirements, to ensure stock availability of repair and consumable items.
- To have financial responsibility to issue purchase order and order materials to the value of £500 for Maintenance Department use upon authorisation from the Maintenance Manager or Senior Manager.
- Responsibility for cleanliness of workshop, workshop yard area and any Maintenance Department stores and boiler rooms. Supervise and organise the team to ensure areas are clean and tidy at all times to a standard compliant with current safety regulations and the College Safety Policy.
- Ensure all relevant PPE is provided for all Maintenance Department needs. This includes workwear, eye, ear, respiratory & feet protection. PPE lockers to be stocked at all times.
- Ensure all power tools are stored correctly, monitor safe use of all power tools, and ensure all power tools are in good condition.
- Responsibility for College vehicle. To maintain records of all use, mileage log and weekly handover sheets. Ensure vehicle kept clean and tidy for any College department use. Any damaged documented and reported to Maintenance Manager. Liaise with Maintenance Manager to arrange MOT, service & repairs to ensure maintenance and upkeep of vehicle.
- Ladder register. Document all College ladders / step ladders with 6 month inspections. Ensure any ladders used by contractors are signed out and signed back in.
- Suited lock system. Maintain spares and document on the appropriate suited lock spreadsheets any changes.
- Assist Maintenance Manager & College plumber the maintenance and upkeep of the College drainage systems.

- Monthly Meter readings. To provide the Treasury Department and Maintenance Manager with monthly readings of all the College Gas, Electric & Water meters on a Monthly spreadsheet with assistance from the Maintenance General Assistant or another team member.
- Assist the Maintenance Manager with repairs and emergencies at external properties. Liaise with the occupant or property agent as required.
- Assist the Maintenance Manager with insurance inspections to all boiler plant and Lifts.
- Assist the Maintenance Manager on completion of new builds/refurbishment works, ensure all building facility training is undertaken, handover O&M's are all in place, liability period defects documented and passed onto relevant persons.
- Assist Maintenance Manager as required to collate all Department documentation.
- Daily monitoring with College plumber of the College Boiler management system. Report any matters of concern to the Maintenance Manager.
- Assist in the water monitoring regime, including legionella inspections and checks, in association with specialist contractor.
- Carry a College radio at all times (switched on) and observe correct radio operating procedure at all times.
- Undertake the necessary training and attend refresher courses as and when required in order to be able to fulfil the duties of the post.
- Participate as part of the Department On-call rota scheme. Extra weeks may be required to ensure the rota is covered from time to time. Occasional attendance at the College may be required by the Supervisor if on-call person unable to deal with any given issue.
- Occasional overtime required to assist in College at busy times.
- Adhere to the College's Health and Safety Policy by carrying out duties in accordance with training and instruction received and informing the Maintenance Manager of any potential hazard or danger. Take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work.
- Ensure Maintenance Staff wear departmental uniforms and that a working supply of these is kept in stock.
- Adopt a flexible approach towards the duties, and show a willingness to take on new responsibilities, and/or undergo further training in line with the development of the position and changing demands/circumstances within the College.

## Person Specification

### Essential Criteria

- Supervision of a small team of staff, prioritising and directing their work.
- Supervising the running of a maintenance workshop or similar.
- Experience of sourcing and purchasing materials.
- A recognised trade qualification, (NVQ or similar) or equivalent proven competence gained through relevant experience.
- Plumbing & heating systems qualification or knowledge plus ability to carry out minor repairs.
- Good standard of general physical fitness and mobility: Must be able to use power tool equipment (with training if required), walk up and down stairs without difficulty, carry reasonable loads unassisted and work at heights using ladders, step ladders and tower scaffolds.
- Ability to work and communicate with staff at all levels of the organisation.
- Able to read and write in English in order to follow work instructions, procedures and health and safety requirements.
- Numerate: able to measure and estimate job material requirements and maintain stock levels.
- IT skills, use of Excel, Word and Microsoft Outlook (further training available).
- Able to plan and prioritise work effectively.
- General trade skills and willing to adopt a 'hands-on' approach when required.
- A general understanding of health and safety applicable to building projects and general maintenance COSHH regulations, signage, risk assessments, manual handling.
- Ability to work under pressure to meet deadlines.
- Able and willing to participate in the Maintenance on call rota. This involves being on call in the evening and at weekends but does not require the post holder to remain on college premises whilst being on call.
- Hold a current valid driving licence and be able and be willing to drive the college vehicle to carry out work duties.

### Desirable

- Supervision of small building projects and general maintenance programmes.
- Experience of working in older buildings, including Grade II listed buildings.
- Experience of working in a College environment or similar institution.
- Basic education to GCSE or equivalent in Maths and English.
- Familiar with the use of CAD drawings.

## Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

|                                    |  |
|------------------------------------|--|
| <b>Duration</b>                    | This is a permanent, full-time post and the appointment will be made subject to (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a six month probationary period.   |
| <b>Salary</b>                      | <p>Band 5 of the Somerville College pay spine (£25,176 to £28,314.29). This equates to an hourly rate of pay of £12.10 to £13.61.</p> <p>Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p> |
| <b>Hours of Work</b>               | Normal hours of work will be 40 per week, 8am to 5pm Monday to Friday, exclusive of a one hour meal break each day to be taken between 1pm-2pm. The post holder will be required to be part of the on-call rota system (for which separate pay arrangements apply). Some flexibility with working hours will be required on occasions in order to meet the demands of the post.  |
| <b>Holiday Entitlement</b>         | The post holder will be entitled to 33 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken will be deducted from the total leave entitlement of 33 days.   |
| <b>Pension</b>                     | The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).  |
| <b>Life Assurance</b>              | College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).   |
| <b>Meal Entitlement</b>            | Meals on duty will be provided free of charge.   |
| <b>Sickness Benefit</b>            | A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.   |
| <b>Employee Assistance Service</b> | A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.  |
| <b>Childcare</b>                   | Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.  |
| <b>Training</b>                    | The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.   |
| <b>Smoking policy</b>              | No smoking is allowed in any part of the College.  |
| <b>Parking</b>                     | Unless related to a disability, there will be no parking available on College premises for the post holder.  |

## Application Procedure

1. Download the Somerville College application form College website at [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)
2. **Email your completed application form to the Human Resources Manager at:**  
[human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) stating vacancy reference 900205.
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) or sent in hard copy, separately from your application to:  
  
Equal Opportunities Monitoring Assistant  
Human Resources Department  
Somerville College, Woodstock Road  
Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010.
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10am on Monday, 25<sup>th</sup> January 2016.**
9. **First interviews are likely to be held on/around 4<sup>th</sup> February 2016.**
10. **A small number of candidates will be called back for an informal second interview which will include a tour of the College.**

## Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

## Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

### 1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

### 2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

**We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

### 3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.