



Maintenance Assistant

(Ref 900308)

This is a fantastic opportunity for someone interested in supporting the work of a small, busy maintenance team to help look after a wide range of buildings and facilities. We are keen to develop the role over time, so for the right candidate, there is the possibility of further training and development which could lead to a qualification in a sought-after trade (e.g. plumbing, carpentry).

We are looking for someone willing to learn and ready to undertake general duties as needed to keep our maintenance provision running smoothly. You will have the opportunity to carry out a variety of maintenance tasks and be a vital part of the team, providing a high level of service to the entire College community. A flexible, positive and hands-on approach to work is a must.

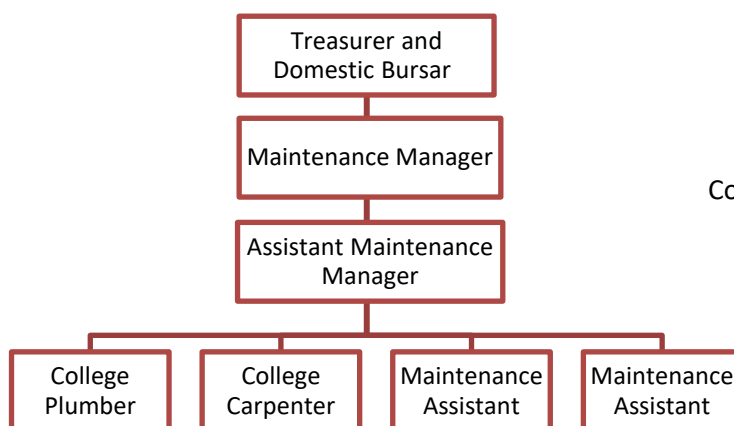
You will also have a good level of general fitness and be able to communicate clearly and follow instructions in English. You'll need numeracy skills for planning work and ordering supplies and be able and willing to drive the College vehicle. Tools and uniform will be provided and the post holder will also receive free lunch when on duty and have access to a range of other College benefits and University facilities.

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 reputation of tolerance, friendliness and diversity. 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 team is responsible for ongoing maintenance and minor building works within the College and its outside properties. They ensure the smooth running of the College's heating, electrical and numerous other systems as well as overseeing the work of contractors throughout the year. The Maintenance Manager is responsible to the Treasurer for the management of all estate and maintenance issues and the Assistant Maintenance Manager oversees the daily work of the team and the running of the workshop. They liaise closely with various key departments to provide a coordinated approach during the busy works periods out of term, for room moves and renovations as well as routine surveys and testing.



For further information about the College, please visit www.some.ox.ac.uk

Job Description

Main duties

- To carry out emergency repairs and ongoing maintenance work to all College buildings, on and offsite. Duties include: (this is not an exhaustive list)
 - changing light bulbs and tubes
 - use of ladders and tower scaffolds e.g. to clear gutters
 - collection of materials from merchants
 - installation of curtain tracks and curtains
 - shower head cleaning
 - Lock repairs
 - Minor plumbing repairs
- To carry out new work when needed, as instructed by the Assistant Maintenance Manager.
- To draw the Assistant Maintenance Manager's attention to any future maintenance requirements or health and safety issues.
- To work with other members of the maintenance department, when assistance is needed in their specialist areas of work.
- To purchase maintenance materials upon request and authorisation from the Assistant Maintenance Manager.
- Work with and assist other members of the department, in carrying out day-to-day general maintenance work and major refurbishment work.
- To use power tools and equipment as directed, wearing Personal Protective Equipment as required and carrying out all works in a safe and appropriate manner.
- To assist the maintenance team in ensuring maintenance equipment is kept in good working condition.
- Assist with keeping the maintenance workshop clean and maintained to a standard compliant with current safety regulations and the College's Health and Safety Policy.
- Carry a College radio at all times (switched on) and, observing correct radio operating procedure, communicate with other members of staff as appropriate to carry out the work with the minimum of disruption.
- To use the department's IT systems to action maintenance requests and log jobs as directed.
- Adhere to the College's Health and Safety Policy by carrying out duties in accordance with training and instruction received and informing the Assistant 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.
- 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.
- 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 in the call out rota and attend call outs as laid down in the College On-Call Arrangements.

Selection Criteria

Essential

- Flexible and helpful approach to work duties
- Good standard of general physical fitness and mobility: must be able to use power equipment (with training), walk up and down stairs without difficulty, carry reasonable loads unassisted and work at heights using ladders and tower scaffolding.
- Able to read and write English in order to follow work instructions, procedures and health and safety requirements.
- Willing to undertake different tasks when requested outside of own trade/job responsibilities
- Willing to undergo relevant on the job training in the use of equipment and work methods.
- Able to work as a member of a team and, at times, without supervision
- Able to work with external contractors when required
- Able to communicate on all aspects of work duties with other members of staff.
- Numeracy for measuring/estimating materials for small jobs and maintaining of stock levels' records.
- Basic IT skills to be able to respond to emails, maintain records and logs
- Organised and able to work methodically, to deadlines, in a safe, clean and tidy manner.
- Knowledge of basic health and safety requirements applicable to working within a Maintenance environment, in particular COSHH, the safe use of machinery, ladders and scaffolding, and moving physical loads
- Experience in carrying out general maintenance work
- Able and willing to participate in the Maintenance on-call rota. This involves responding to call-outs on some evenings and weekends throughout the year but does not require the post holder to remain in College premises whilst on call.
- Able and willing to work occasional weekend days to ensure the College's operational needs are met.
- Hold a current valid driving license and be able and willing to drive the College vehicle to carry out work duties.

Desirable

- Basic education to GCSE level, including English and mathematics
- Working in older buildings, in particular Grade II listed buildings
- Experience of working in a College environment or other similar institution.
- Relevant maintenance-related trade qualification(s)

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.

Duration	This is a permanent, full-time post of 40 hours per week and will be dependent on (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; (ii) having a full and valid UK diving licence and (iii) satisfactory completion of a three-month probationary period
Salary	<p>The salary will be in the range £20,872 to £22,686. This equates to an hourly rate of pay of £10.03 to £10.91 and is aligned to Band 3 of the Somerville College pay spine for Support Staff.</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>
Hours of Work	Normal hours of work will be 8.00 – 4.30 Monday to Friday. Flexibility will be needed in order to assist with occasional weekend or evening events for which time of in lieu is given.
Holiday Entitlement	The post holder will be entitled to 35 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.
Pension	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).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge, taken during a 30-minute lunchbreak.
Sickness Benefit	A maximum of (pro-rata) 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.
Employee Assistance Service	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.
Childcare	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.
Training	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.
Smoking policy	No smoking is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

The closing date for completed applications is 10am, Monday, 8 October 2018

Your application should comprise

- A completed application form (including a personal statement and details of at least 2 referees)
- A curriculum vitae (CVs submitted on their own will not be considered)
- An Equal Opportunities Monitoring Form

Personal statements should briefly outline your reasons for applying for the post and demonstrate how you meet the selection criteria listed in the further particulars. Applications will be assessed according to how candidates have demonstrated that they meet these criteria.

Email your completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference **900308** in the heading

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 to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Informal queries about the post should be directed to the Maintenance Manager
maintenance.manager@some.ox.ac.uk

Interviews are likely to be held in Oxford, in the week commencing 15 October 2018.

Communication regarding the status and outcome of your application will be made via e-mail.

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 2018 and the College's Data Protection Policy.

Security Checks

For some posts, successful candidates will be required to complete an enhanced Disclosure and Barring Service (DBS) check. The appointee will be advised whether this applies to their role when they are offered the post.

Driving licence

A small number of posts will require the post holder to drive a College vehicle. In these cases employment with the College will be conditional upon the successful candidate having a full and valid UK driving licence. It will be clear from the further particulars whether this applies to the post being advertised.

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.