



All Souls College University of Oxford

MAINTENANCE ASSISTANT

FURTHER PARTICULARS

INTRODUCTION

All Souls College seeks to appoint an enthusiastic and effective Maintenance Assistant to help maintain its historic buildings and key services.

All Souls College is a registered charity and is unique among Oxford colleges in having no students; it has a Fellowship of some 80 consisting principally of Research Fellows and holders of University posts. It also employs some 50 full and part-time staff. Further details of the College may be found elsewhere on the website.

The Maintenance Assistant will report to the Maintenance Manager, whilst working under the overall supervision of the Manciple. Professionalism and commitment to the delivery of high quality customer focused services are essential as is initiative, flexibility, and the ability to work under pressure when required. Applicants will have proven skills in a comparable environment and will be able to work independently and as part of a small team.

OUTLINE JOB DESCRIPTION

The post holder's main duties are not restricted to, but include the following:

1. To assist with daily maintenance requests, enquiries and problems presented by Fellows, staff, guests and end users at internal and external College properties, as reported to the Maintenance Department and instructed by the Maintenance Manager;
2. To carry out painting and decorating, general maintenance work and assist with new maintenance projects;
3. To carry out emergency repairs and ongoing general maintenance work to all College buildings, such as changing light bulbs, lock issues, minor furniture repairs and a wide range of basic general repairs;
4. To carry out routine boiler room checks and monitor the College computerised boiler management system, make changes to system settings as required ensuring mechanical plant continues working uninterrupted; report any matters of concern to the Maintenance Manager
5. To carry out regular inspections of fire safety equipment, such as fire extinguishers and fire signage; maintain fire doors and assist with emergency light, fire alarm testing, dry riser testing, etc., and update records of the same;
6. To assist with fire evacuation drills as required;

7. To carry out snow clearance and grit treatment of affected areas;
8. To correctly use and securely store all machinery, equipment, tools and materials used for maintenance tasks;
9. To ensure that the Maintenance workshop is kept clean and tidy;
10. To assist in the collection of monthly utilities meter readings from all College buildings as directed by the Maintenance Manager;
11. To assist in a variety of duties relating to College and Conference events including furniture arrangements, room moves, setting-up and clearing away of: audio/visual/microphone systems, displays, open days;
12. To instruct and escort contractors as necessary.
13. To drive the College van as needed in support of College related duties;
14. To be aware of and abide by the COSHH and Asbestos registers, occupational risk assessments and to observe the College's policy on Health and Safety at all times;
15. To abide by the College's employee handbook;
16. To attend training courses as directed by the Manciple;
17. To wear the College uniform and PPE as supplied at all times when on duty;
18. To carry out any additional appropriate duties including covering for sickness/holidays of other staff as required.

PERSON SPECIFICATION

Professional skills and experience:

The successful applicant will be educated to GCSE Level or equivalent and hold a full clean UK driving licence. The College wishes to recruit someone with the skills, knowledge and understanding of minor building maintenance work and other relevant experience who is keen to work in a College environment.

Essential skills and abilities:

The successful candidate will need to be able to demonstrate that he or she is, or has:

- The ability to communicate fluently and clearly in spoken English with Fellows, staff and third parties, to understand and follow instructions, and maintain accurate written records;
- Knowledge, experience and passion for general building maintenance work;
- Knowledge of current Health and Safety regulations;
- Basic IT knowledge – ability to use email;
- A team player and the ability to work on your own initiative;
- Good interpersonal skills;

- The ability to work carefully, safely and pay attention to detail;
- A Flexible approach to working and committed to delivering a high level of customer service;
- Reliable with an excellent attendance and timekeeping record;
- A positive and helpful attitude towards work and colleagues;
- A willingness to learn and adapt;

Desirable:

Experience of working in a listed-building environment.

TERMS AND CONDITIONS

Your hours of work will be 36.5 hours a week, from 7:30 a.m. to 3:30 p.m. Monday to Friday inclusive. Breaks are unpaid in line with Working Time Regulations. Some additional working outside these hours will be required from time to time. For authorised additional hours worked you will normally be given time off in lieu, the date and time of which is to be mutually agreed with the Maintenance Manager and must be taken within the same pay period.

REMUNERATION

The salary for this appointment will be at the University Scale 3, from spine point 14 – 17. (currently £22,662 - £24,285 pa) with the starting point dependent on experience. The salary will be reviewed at least once each year, usually with effect from 1 August.

PENSION

The appointee will be enrolled automatically in the Universities Superannuation Scheme ([USS](https://www.uss.co.uk/)) or <https://www.uss.co.uk/>. USS is a qualifying pension scheme, which means it meets or exceeds the Government's new standards for pensions. The College operates a salary sacrifice scheme in relation to employees' contributions.

HOLIDAYS

The successful applicant will be entitled to 20 working days paid leave, **plus** bank holidays and the College closed periods at Christmas/New Year and Easter.

MEDICAL INSURANCE

On satisfactory completion of probation, the appointee and his or her dependants will also be eligible for medical insurance cover for which the College pays the premium although it should be noted that this benefit is taxable.

APPLICATIONS

Please submit your application by **12:00 p.m., on Thursday 20th October 2022**, to the Manciple's Secretary & HR Officer at All Souls College, Oxford, OX1 4AL or by e-mail to manciples.secretary@all-souls.ox.ac.uk including:

- a covering letter explaining why you think you would be suitable for the post.
- a fully completed **application form**.
- completed [Equal Opportunity Monitoring questionnaire](#). It will not be seen by anyone involved in the selection process.

For an informal chat about this job, please call the Maintenance Manager on 01865-279303.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the usual pre-employment checks.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates although it should be noted that the role of the Maintenance Assistant requires full mobility and the ability to carry heavy items within the College, which is not equipped with lifts.

All applicants must be eligible to work in the UK and will be asked to bring proof to an interview.

Personal data supplied by applicants will be held and used in accordance with the College Data Protection Policy.