



## EXETER COLLEGE, OXFORD

### *Buildings Maintenance Operative*

*Salary: £26,526 per annum  
(£13.08 per hour)*

### *Further Particulars*

#### *Exeter College*

Exeter College, founded in 1314, is one of the oldest colleges in Oxford and is one of 38 separate, self-governing colleges that make up the University of Oxford. The historic site is located at the junction of Broad Street and Turl Street in the heart of the city; the College also has a modern campus (Cohen Quadrangle) on Walton Street, and a student residential site on Iffley Road.

The working environment is very congenial and Exeter has a reputation for being small and friendly, and yet still maintains consistently high academic standards. The College is governed by a Rector and c. 55 Fellows, and has around 350 undergraduate students and 250 students engaged in post-graduate studies, many of whom are accommodated in College buildings.

#### *About the College's Maintenance Department*

The College's Maintenance Department is led by the Buildings Manager, who reports to the Domestic Bursar. The team currently consists of six maintenance staff (a mix of skilled and unskilled tradespeople who undertake the majority of preventative and reactive maintenance), plus the Health, Safety & Maintenance Administrator.

The Maintenance Department is responsible for the effective repair of buildings ranging in date from 1438 to the present day, and as such its staff have knowledge and experience of working on a variety of construction types. Where required, the department contracts out work to specialist companies for compliance or legislative reasons.

The department is customer facing and engages with the complete collegiate body and external stakeholders, so professional standards and manners are an essential requirement for postholders. Working across a number of locations the Maintenance team members travel to and from various locations carrying out repairs and projects as well as collecting and delivering materials.

The College has a small joinery workshop responsible for the repair of furniture and manufacture of bespoke pieces. Trades skills covered by the team include, but are not limited to: electrician, plumber, bricklayer, welder, mechanic, carpentry, joinery, painting and decorating.

#### *Purpose and Objectives of the Post*

The postholder will be responsible for providing a day-to-day general maintenance support service (reactive and planned maintenance) across the three main College sites.

They will work closely with all departments across the College, and in particular will liaise frequently with the Conference & Catering team, the Housekeeping team, the front-of-house team within the Lodge (Turl Street) and also at Cohen Quad, as well as with office-based staff around the College.

The role will also involve day-to-day contact with students and academic staff within the College, and the development of good working relationships both within the College and with external visitors and guests will be essential.

### *Principal Responsibilities*

To provide a comprehensive general maintenance service, including (but not limited to):

- Implementing routine maintenance schedules on plant and machinery (e.g. boilers, pumps, air-conditioning plant, water monitoring, etc).
- Undertaking day-to-day maintenance across all college sites – including cleaning and unblocking drains, basic carpentry, basic electrical work, basic plumbing work, basic decorating, etc.
- Monitoring use of vital stocks (e.g. lamps, bulbs, plumbing fittings, paints, screws, etc), and ensuring that stock levels are maintained to appropriate levels.
- Receiving reports of repairs required, and ensuring such reports are processed quickly and, where appropriate, orders are issued to undertake emergency repairs.
- Upon being issued with work by the Buildings Manager, visiting properties at appointed times, investigating faults, sourcing materials and undertaking repairs maintenance or improvement works in a professional and competent manner.
- Being responsible for ensuring vehicles owned by the College have sufficient fuel, oil, and water, and are sufficiently roadworthy for the tasks in hand.
- Maintaining clear pathways, car parks and refuse areas around the College premises.
- Carrying out all periodic tests (e.g. fire alarms, emergency lighting, etc).
- Maintaining accurate records of all work carried out.
- Ensuring that all works are conducted to the highest safety and quality standards, and in line with relevant regulations:
  - Health & Safety at Work Act 1974
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - Construction (Health and Welfare) Regulations 1996
  - Gas Safety (Installation and Use) Regulations 1998
  - Electricity at Work Regulations 1989
  - Construction (Design and Management) Regulations 2015
  - Control of Asbestos at Work Regulations 2012
  - Working at Height Regulations 2005
- When required, assisting other Departments within the College (e.g. to raise College flags).
- To participate in the College's sustainability initiatives, and to bring to the attention of your manager any opportunities to reduce or eliminate any harmful environmental effects of the College's operations.

The above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles within Exeter College, and its overall objectives.

The postholder will be expected to carry out such other duties as the Buildings Manager may from time to time request, commensurate with the grade and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

### *Further Details*

Department:	Maintenance
Responsible to:	Buildings Manager
Liaison with:	The Collegiate body and external stakeholders.
Probation:	The initial appointment is subject to a probationary period of 6 months.
Notice period:	One month
Salary:	£26,526 per annum (c. £13.08 per hour)
Pension:	The postholder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they choose to opt out in writing.
Hours of work:	39 hours per week  Hours of work will normally be from 7.30am until 4.00pm, Monday to Thursday, and from 7.30am until 3.00pm on Friday, with an unpaid 30-minute break each day.  However, the postholder will be expected to work such hours as are reasonably required to carry out their duties, to the satisfaction of the Buildings Manager, including working on Bank Holidays when they fall within Full Term, and out-of-hours work on weekends or in the evening if the needs of the College require it.
Annual Leave:	38 days per annum  (This normally comprises 25 days, plus 8 public/bank holidays, plus 5 days to be taken during any shut down period between Christmas and New Year).  The College reserves the right to require the postholder to work on Bank Holidays which fall in Full Term, and on occasional Saturdays or Sundays, for which one day off will be offered in lieu of each such day worked. All paid leave must be taken in agreement with the Buildings Manager.
Training:	The College is keen to invest in developing its staff and, subject to satisfactory performance, we may be able to offer Apprenticeship training (or similar) after 12 months in role.  A range of other training and development opportunities will exist through on-the-job training, etc.

### *Equal Opportunities Statement*

Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The College's policies on equality and diversity are available from the College's website: <https://www.exeter.ox.ac.uk/equality-and-diversity/>.

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

### *How to Apply*

The closing date for applications is **12pm (noon) on Friday 19 April 2024**.

Applications must include:

- (i) A completed application form to include the names and addresses (including telephone numbers and e-mail addresses) of two referees, one of whom must be the current, or most recent, line manager of the applicant. References may be taken up for shortlisted candidates: if a candidate does not wish for a reference to be taken up at that stage, this wish should be stated clearly in the relevant section of the application form;
- (ii) A copy of the applicant's CV.
- (iii) Where appropriate, a covering letter providing any additional information that the candidate may wish the panel to consider.

Applicants are also asked to complete and return a Recruitment Monitoring form (available from the College website), provided that they are happy to do so.

Candidates are encouraged to submit all application materials by email to [vacancies@exeter.ox.ac.uk](mailto:vacancies@exeter.ox.ac.uk). If possible, applications should be submitted as one or more PDF file(s).

Informal enquiries about this post may be directed in the first instance to the Buildings Manager ([steven.cunningham@exeter.ox.ac.uk](mailto:steven.cunningham@exeter.ox.ac.uk)). Any such enquiries will be treated in confidence and will not form part of the selection process.

The policy and practice of the College require that entry into employment within the College 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.

### *Data protection*

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.

## PERSON SPECIFICATION

Category	Essential	Desirable
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Good numeracy and literacy: GCSE (or equivalent) Maths and English at Grade C or above</li> </ol>	<ol style="list-style-type: none"> <li>1. Time served/ apprentice-trained in plumbing, electrical, decorating or carpentry, or equivalent qualification (e.g. City &amp; Guilds, NVQ Level 2, etc).</li> <li>2. Relevant health &amp; safety qualification.</li> <li>3. Other relevant qualifications (e.g. Working at Height).</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience of working in a similar building maintenance role, to deliver reactive and planned maintenance.</li> <li>2. Good understanding of the work of other Trades.</li> <li>3. Experience of delivering a customer-focused maintenance service.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of working within an Oxford college.</li> </ol>
<b>Skills and knowledge</b>	<ol style="list-style-type: none"> <li>1. Outstanding interpersonal skills, and the ability to build strong working relationships with people at all levels of an organisation.</li> <li>2. Strong verbal communication skills.</li> <li>3. Good practical understanding of relevant legislation (e.g. COSHH, manual handling, etc).</li> <li>4. Proven ability to work both as part of a team and also independently and on own initiative</li> <li>5. Strong organisation and planning skills.</li> <li>6. Excellent attention to detail, and high levels of accuracy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Basic to intermediate IT skills, especially email and internet.</li> <li>2. Current, valid UK driving licence</li> </ol>
<b>Personal qualities</b>	<ol style="list-style-type: none"> <li>1. Flexible and willing to work cooperatively.</li> <li>2. Positive and collegiate attitude to working with others.</li> <li>3. Able and willingness to work in confined and/ or dirty spaces.</li> <li>4. Ability and willingness to work at height.</li> </ol>	