Nuffield College

JOB DESCRIPTION

Job Title: Maintenance Operative
Department: Maintenance
Place of Work: Nuffield College & off site buildings owned by Nuffield
Responsible to: Site Manager
Salary: £22,706 to £24,031 per annum
Hours of Work: 35 hours per week (Monday to Friday) 08:00 am to 4:00 pm
Probation: 6 months

Overview of the Role

Nuffield College is a graduate college of the University of Oxford, specialising in the Social Sciences, particularly Economics, Politics, and Sociology. The College invites applications for the position of Maintenance Operative and is looking for a motivated and talented person to join our small team.

The purpose of the job is to carry out, under the direction of the Site Manager and the Senior Maintenance Operative, reactive, planned and regulatory maintenance on College buildings.

Key duties and responsibilities

Maintenance

- Carry out emergency repairs and ongoing general maintenance work to all College buildings in accordance with the College fault reporting system.
- Implement planned and regulatory maintenance on College buildings such as PAT testing, fire call point testing, emergency light testing, water regime & meter readings.
- Complete small project works such as decorating, carpentry, tiling and any other finishing trades.
- Update the maintenance register of risk assessments, COSHH paperwork, emergency light tests, fire control and any other regulatory or planned works.
- Drive the College van when necessary. Update the servicing and MOT when required.
- Keep the College grounds tidy and dispose of all rubbish & re-cycling.
- Provide cover for other maintenance staff during holidays, sickness and peaks in workloads.
• Ensure all work is carried out in accordance with the College Health and Safety policy and instructions received. Inform the Site Manager of any potential hazard or danger. Wear Personal Protective Equipment as required and carry out work in a safe and appropriate manner.
• Carry a College mobile at all times (switched on) and communicate with other members of staff, as appropriate, to carry out work with minimum disruption.

Any other duties

• Assist the Site Manager with any other duties as are reasonably required.
• Undertake the necessary training and attend refresher courses as and when required in order to be able to fulfil the duties of the post

Selection Criteria:

Essential

• A competent knowledge of carpentry, domestic plumbing, tiling, painting and glazing.
• Knowledge of current health and safety regulations.
• Team player, supporting other trades within the department and the ability to work on your own initiative.
• Good interpersonal skills.
• Flexible approach to working and committed to delivering a high level of customer service.
• A positive and helpful attitude towards work and colleagues.
• Computer literacy to access the computerised maintenance log and update the system when tasks are completed.

Desirable

• Previous experience of working in an educational environment.
• Experience of working on a listed building.
• Be over 25 with a clean UK driving licence in order to drive the College van.

How to apply

Applications consisting of a covering letter and CV, together with the names and postal and email addresses of two referees, together with a Recruitment Monitoring Form should be submitted to vacancies@nuffield.ox.ac.uk or to the Human Resources Department, Nuffield College, New Road, Oxford OX1 1NF no later than 12:00 noon on Monday 30 March 2020.
Interviews are likely to take place during the week beginning 13 April 2020.

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 a contract of employment.

Duration
This is a permanent post subject to the normal pre-employment checks and satisfactory completion of a six month probation period.

Salary
The salary for the post is between points 13 & 15 of the Domestic Grade scale, £22,706 to £24,031 per annum. Salaries are paid in arrears on the 28th of each month (or where the 28th is not a working day, on the last working day before the 28th) as detailed on your payslip. Salaries are reviewed annually in August, although the College is under no obligation to award an increase following a salary review.

Hours of Work
The normal hours of work are 35 hours per week, exclusive of meal breaks. It is essential that the post holder is able to provide some flexibility with working hours in order to meet the demands of the post and for which time off in lieu will be given.

Holiday Entitlement
The post holder will be entitled to 41 days paid leave per annum (pro-rata for part-time staff) inclusive of all public holidays and College closure days. Annual leave should be agreed with your Head of Department or Line Manager as appropriate.

Pension
You will be contractually enrolled in the University of Oxford Staff Pension Scheme (OSPS) from the commencement of your employment, unless you opt out by completing and returning to the HR department the relevant form.

Meal Entitlement
Coffee, tea and lunch, whilst on duty, will be provided free of charge except during any kitchen closure period.

Other Benefits
Employees will be eligible for a discounted travel to work scheme for the purchase of bus and train tickets and uniform.
Training

The College will support the post holder to undertake any relevant training to enhance his or her career and financial support for these development activities will be provided where appropriate.

Oxford Colleges’ Healthcare Plan

You will be eligible to join the Oxford Colleges’ Healthcare Plan from the commencement of your employment. The College will pay for a single membership of the Plan, but you may upgrade, at your own expense, your membership to cover your partner / spouse or your family. As this is a work benefit you will pay tax on the Subscription Rates.

Equal Opportunity statement

The policy and practice of the University of Oxford and Nuffield 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 panels 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 General Data Protection Regulation (GDPR), the Data Protection Act 2018, 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:

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.
Please note that this post is not eligible for UK Visa and Immigration sponsorship.

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:-

- Assess the candidate’s medical capability to do the job for which they have applied
- Determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may now have
- 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.

Nothing in these particulars constitutes a contract

_Nuffield College exists to promote excellence in education and research, and is an equal opportunities employer committed to equality and valuing diversity. Applications are particularly welcome from women, disabled people and from black and ethnic minority candidates, who are currently underrepresented in posts in the College._