Nuffield College

Job Description

Job Title: Maintenance Assistant

Department: Maintenance

Place of Work: Nuffield College (main College site & off-site buildings)

Responsible to: Site Manager (or the Senior Maintenance Operative acting on his behalf).

Grade: £16,678 - £18,311 pa, pro rata (K/A Grade, points 2-5)

Hours of Work: Part-time (at least 19 hours per week, to be worked Monday to Friday; the precise configuration of hours will be agreed with the successful candidate, and applications from candidates who wish to work more than 19 hours per week would be welcome).

Length of Post: Permanent

Purpose of the job:

To carry out, under the direction of the Site Manager or Senior Maintenance Operative acting on his behalf, the reactive and planned maintenance activities (including ground-keeping) on College buildings, both on the main College site (on New Road) and at other operational sites owned by the College within the City Centre.

Key duties in order to achieve the purpose of the job:

Grounds / Maintenance

• Undertake routine maintenance work of surfaces and landscape as detailed on work schedules or as directed by the Senior Maintenance Operative / Site Manager. This will include outer properties.
• To clear the grounds of all rubbish on a daily basis and present all waste in the appropriate containers.
• To inspect the College perimeter daily and keep free of all rubbish and broken glass and to report any hazardous waste to OCC Street-scene as appropriate.
• To safely use and operate College provided equipment and machinery in conjunction with surface maintenance / waste compactor control / gutter and water feature cleaning. Full training will be given.
• Inform Senior Maintenance Operative / Site Manager as appropriate about mechanical defects or breakdown of equipment.
• Provide cover for other maintenance staff during holidays, sickness and peaks in workloads and to carry out small maintenance tasks.
• 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 telephone at all times during working hours and communicate with other members of staff as appropriate to carry out work with minimum disruption.
• Liaise with other relevant departments within College (e.g., Bursary, Lodge, Housekeeping) in respect of maintenance and related works.
• Be proactive in identifying, resolving, or reporting maintenance issues.

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

• Experience of maintenance or equivalent work in a professional environment, and the ability to carry out maintenance tasks.
• A working knowledge of or familiarity with current health and safety regulations.
• The ability to operate successfully as part of a team, but also to use own initiative as appropriate, when required.
• Strong interpersonal skills and the ability to communicate clearly.
• Flexible approach to working and committed to delivering a high level of customer service.
• A positive, reliable, and helpful attitude towards work and colleagues.

Desirable

• Previous experience of working in an educational environment.
• Be over 25 with a clean UK driving licence in order to drive the College van.
• Experience of grounds-keeping or working in an outdoor environment.
**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 this position will be set in the range £16,678 - £18,311 pa (K/A Grade, points 2-5) pro rata according to the number of hours worked. 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**

This is a part-time post. The postholder will be expected to work at least 19 hours per week (exclusive of meal breaks), during Monday to Friday. The precise configuration of hours will be agreed with the successful candidate, and applications from candidates who wish to work more than 19 hours per week would be welcome. The postholder may be expected to provide some flexibility with working hours in order the meet the demands of the post, 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.

**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.

**Benefits**

Uniform and discounted travel to work scheme for the purchase of bus and train tickets.
Training

The College will support the postholder to undertake any relevant training to enhance his or her work performance 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.

Application Procedure

Your application should comprise:-

- A covering letter demonstrating how your skills and experience meet the criteria for this post together with the names and postal and email addresses of two referees. 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.
- A curriculum vitae (CV).
- An equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. 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 Equality Act 2010.

Completed applications should be submitted to vacancies@nuffield.ox.ac.uk or to the Human Resources Department, Nuffield College, New Road, Oxford OX1 1NF

The closing date for completed applications 12noon on Monday 14\textsuperscript{th} October 2019.

Interviews are likely to take place in the week commencing 21\textsuperscript{st} October 2019.

Communication regarding the status and outcome of your application will normally be made via email.
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 2018 Data Protection Act (which incorporates the UK’s obligations under the General Data Protection Regulation, GDPR) 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.

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.

*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.*