

Regent's Park College Oxford



**Regent's
Park College**
OXFORD

Maintenance Officer

Further Particulars

Regent's Park College

The University of Oxford comprises 38 Colleges and 6 Permanent Private Halls collectively associated with the academic departments and central offices. Regent's Park College is the largest of the Permanent Private Halls with about 170 full-time students and 40 who are part-time. These include about 110 undergraduates, 60 plus postgraduates, around 25 candidates on courses for (Baptist) ministry, and a further 15 FTE visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. Undergraduates study on courses in the Humanities and Social Sciences; Postgraduates study on a wide range of courses. About 20 full-time staff and a number of part-time staff provide the academic, administrative, and library resources for the College.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University's Radcliffe Observatory Quarter. It also has a graduate accommodation building on Banbury Road. Regent's Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

For more information about the College see <https://www.rpc.ox.ac.uk/>.

Overview of Role

Job title	Maintenance Officer
Hours of work:	35 hours, Monday to Friday
Salary:	£24,370
Responsible to:	Director of Operations
Liaison with:	Fellows, Catering and Domestic Manager, Student Representatives.
Start date:	01 September 2021 (or earlier if possible)

Regent's Park College is looking for dependable individual to provide general maintenance of the College buildings, grounds and facilities.

Main duties and responsibilities

1. Ensuring the buildings, grounds and services are maintained on an ongoing basis and in accordance with all health and safety requirements
2. The decoration of Study bedrooms, flats and other college areas with the assistance of outside contractors when necessary.
3. Sundry handyman's jobs, including gardening, plumbing, electrical work and carpentry
4. Liaising with outside contractors and monitoring for health & safety when those contractors are on site
5. Responsibility for monitoring health & safety so far as the premises and furnishings are concerned, including:
 - a. Risk assessments, where necessary
 - b. Electrical appliance testing including appliances owned by the students

- c. Ensuring that fire alarm system and fire extinguishers are properly serviced including regular testing of the alarm system and the emergency lighting
 - d. Record keeping
6. Liaising with Parks organisation for upkeep of Quads and building grounds
 7. Set up for College events including raising of marquees and conference preparation
 8. Some portering duties, including the moving of furniture when necessary
 9. Responding to call outs in respect of fire alarms, police etc.
 10. Responding to out of hours emergency calls.
 11. Other assistance as required by the Director of Operations.

The duties of the post are subject to regular review as the role develops.

Person specification and selection criteria

Essential

- Ability to work independently
- Proven ability to work unsupervised, meet deadlines and set priorities.
- Demonstrate professionalism and confidentiality appropriately.
- Proactive mindset and ability to implement routines to ensure ongoing upkeep of facilities
- Ability to relate well to students and staff
- Willingness to help other staff where required
- Excellent understanding of Health and Safety statutory/regulatory requirements
- Relevant experience of delivering repairs and maintenance services
- Excellent organisational skills / Time management / Ability to prioritise and organise own workload
- IT skills e.g. Outlook, Excel, Word, online systems and communication tools
- Demonstrated honesty, integrity and reliability
- Self-motivated with a positive 'can do' approach to work
- Flexibility to attend out of hours emergencies
- Driving licence

Essential

- Experience of Collegiate working
- Experience of dealing with 3rd party contractors

Benefits

There is a total of 25 days holiday a year, plus public holidays. Holiday is not normally taken during term time and staff are normally required to work the May Bank Holidays.

Lunch is available free of charge on working weekdays.

The College offers a health cash back plan.

Hours of Work

Hours of work are 35 per week, normally worked a 09:00 – 17:00 Monday to Friday. Any authorised overtime is normally taken as time in lieu.

Probation period

There is a probationary period of six months during which one week's notice is required; thereafter the notice period is three months.

Application procedure

There is no formal application form for this post. Candidates should address a letter of application to the Director of Operations, Michael Freeman, explaining how they meet the specified criteria. Candidates should include a C.V. together with the names of three referees (of which one should normally be from the present or immediate past employer). References will be taken up after a successful interview.

The application letter and CV should be sent by email or post to Kristin Anderson, PA to the Principal-HR, Regent's Park College, Pusey Street, Oxford, OX1 2LB; kristin.anderson@regents.ox.ac.uk

We are looking to appoint to this role for a September start date and will be selecting candidates to interview as we receive applications. The role will remain open until a suitable applicant is appointed.

Equal Opportunities Statement

The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that appointment and progression are determined by personal merit and the application of criteria related to the duties of the post. 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. All applicants are asked to fill in an Equal Opportunities Monitoring Form to help us fulfil our duties as an equal opportunities employer.

Documentary proof of right 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** (e.g. passport, residence permit). The Home Office's list of acceptable documentation can be found [here](#). **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.

Valid NI number

The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at <http://www.hmrc.gov.uk/ni/intro/number.htm>.

Data Protection

Regent's Park College is committed to protecting the privacy and security of personal data. Our [Staff Applicants Privacy Notice](#) explains what personal data Regent's Park College holds about applicants, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.