

## Regent's Park College

### University of Oxford



#### Further particulars

<b>Job title:</b>	Maintenance Officer
<b>Contract type:</b>	Permanent
<b>Salary Range:</b>	£26,444-£28,759 per annum, dependent upon skills and experience
<b>Hours:</b>	Full-time, 35 hours per week, Mon to Fri (part-time considered)
<b>Responsible to:</b>	Operations Manager

#### Regent's Park College

The University of Oxford comprises 39 Colleges and 4 Permanent Private Halls collectively associated with the academic departments and central offices. Regent's Park College is the largest of the Permanent Private Halls. It is a small and vibrant community with about 270 students, including undergraduates, graduates and visiting students, studying courses in the Arts, Humanities, Law and Social Sciences. Regent's is a member of the Baptist Union of Great Britain with a role in preparing candidates for Baptist ministry. The College employs around 70 members of staff, part-time and full-time, who provide the academic, administrative, operational 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. The premises include student and guest accommodation, office space, catering and dining facilities, library and archive and the Principal's lodgings and grounds. 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 visit [www.rpc.ox.ac.uk](http://www.rpc.ox.ac.uk).

#### Overview of the Role

Regent's Park College is seeking a dependable and proactive individual to support the general maintenance of its buildings, grounds, and facilities. The Operations Department, led by the Operations Manager and reporting to the Director of Operations, includes the Accommodation Manager, Receptionists, and Evening Porters. The Maintenance Officer is responsible for most preventative and reactive maintenance and repairs across College facilities. Where necessary, the College engages specialist contractors to ensure compliance with legal and regulatory requirements.

#### Main duties and responsibilities:

General maintenance, repairs and renewals to all College buildings. This will include:

1. Basic maintenance requests such as:
  - Internal and external decorations including painting, minor glazing and basic joinery
  - Minor electrical works
  - Basic plumbing such as unblocking WD's and tap repairs/replacements
  - Basic joinery work (fit/repair doors/hinges, adjust closers and window furniture)
  - Minor ground works
  - Cleaning of gutters, drains and gullies
2. Cyclical tidying and maintenance of College grounds.

3. Assist with setting up for College events including raising of marquees and conference preparation
4. Assist with the refurbishment of study bedrooms, flats and other College areas, with the assistance of outside contractors where necessary.
5. Carry out all works in a safe manner compliant with relevant legislation and college policies
6. Other sundry handyman's jobs not listed here

Additional tasks will include:

1. Follow a maintenance schedule to ensure that all routine tasks are completed
2. Maintain the College's stock of tools and maintenance equipment in a safe and secure environment and assist in keeping an inventory of the stock.
3. Assist with ordering supplies, equipment and materials
4. Report all mechanical and electrical equipment failures
5. Assist in maintaining the maintenance department records
6. Assist with the efficient disposal of hazardous waste products including lamps and tubes.
7. Assist with liaising with all contractors with regard to statutory testing programs.
8. Carry out routine inspections of plant, boiler and other equipment rooms and attend to any required adjustments.
9. Carry out routine water quality testing in College.
10. Work in areas at height, in plant rooms and areas where access is restricted. Work will be indoors or outdoors at any time of the year.
11. Working within Health & Safety regulations, reporting any breaches or concerns immediately to the Operations Manager.

#### **Person specification:**

##### **Essential**

- Able to work independently, set priorities and meet deadlines.
- Experience in general maintenance and repairs
- Proactive and able to carry out routine tasks
- Willing to work collaboratively with other members of staff
- Knowledge of Health and Safety statutory/regulatory requirements
- First aid trained or willing to undergo training
- Basic IT skills (emails and Microsoft Excel)
- Demonstrated honesty, integrity and reliability
- Flexibility to attend out of hours emergencies, if required

##### **Desirable**

- Experience of Collegiate working
- Experience of dealing with 3rd party contractors
- Experience or qualification in plumbing, electrical works or carpentry

#### **Terms and Conditions**

1. This is a permanent appointment subject to satisfactory completion of a 6-month probationary period during which the notice period will be one week on either side. The notice period after probation is 2 months.
2. The normal working hours are 8.00 am to 4.00 pm (with one-hour unpaid lunch) Monday to Friday (35 hours/week). There may be flexibility in start and finish times with agreement with

the Operations Manager. Occasional weekend work may be required, with time given off in lieu. A part time appointment (minimum 0.8FTE, 28 hours/week) could be considered.

3. The full-time salary for this post is £26,038 - £28,081 per annum, dependent upon skills and experience (pro-rata for part time).
4. Full time annual leave entitlement is 33 days, comprising 25 working days and 8 public holidays. Holiday is not normally taken during term Oxford time. Annual leave is reserved to cover the College closure between Christmas Day and New Year. Where public holidays fall in term time, the post-holder may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Operation Manager.

### **Benefits**

1. Lunch is available free of charge when on duty and the kitchens are open.
2. The appointee will be automatically enrolled into the Oxford Staff Pension Scheme (OSPS) with generous College contributions.
3. The College offers a health cash plan for employees, with annual allowances for dental, eyes, physio, chiropractic, counselling, etc.
4. As a University Card holder there are other benefits available, including shop discounts, free entry to Oxford colleges, libraries, the Botanical Gardens and Harcourt Arboretum and access to free or discounted training courses and software.

### **Application Procedure**

Please email your CV to [human.resources@regents.ox.ac.uk](mailto:human.resources@regents.ox.ac.uk) along with a cover letter explaining how your skills and experience match the requirements of the post. Alternatively, applications can be posted or delivered to Human Resources, Regent's Park College, Pusey Street, Oxford, OX1 2LB. This vacancy will remain open until the post is filled. Applications will be considered as they are received.

Visits are encouraged and welcomed for interested candidates prior to application. To book a visit or to discuss the post please contact [human.resources@regents.ox.ac.uk](mailto:human.resources@regents.ox.ac.uk) or 01865 288158.

### **Interviews**

Shortlisted candidates will be invited to an interview at the College. The interview will involve a simple practical assessment. The successful candidate will be expected to take up the post as soon as possible thereafter.

### **Right to Work**

The successful applicant must have the right to work in the UK. Original document proving the right to work must be provided before employment can commence. 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.

### **Equal Opportunities**

Regent's Park College is an equal opportunities employer. During the application process all applicants are invited to complete an Equal Opportunity Monitoring Form to help us fulfil our duties as an equal opportunities employer. Please note that this will not be forwarded to the interview selection panel and will be filed separately and confidentially to your application.

### **Data Protection**

Data supplied by applicants will be used only for the purposes of determining suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018 and our [Staff Applicants Privacy Notice](#).