FURTHER PARTICULARS

Post Title:	General Maintenance Assistant (with a carpentry bias)
Grade and salary:	University of Oxford salary scale, Grade 4 (£22,847 - £26,341 pa according to experience), according to experience, plus standby and call out pay. Generous benefits package
Hours:	39 hours per week, Monday to Friday plus emergency call out on a rota during the evenings and weekends, which is paid as per the rates in the Standby and Call-out Policy.
Appointment type:	Permanent
Reporting to:	Assistant Clerk of Works and Clerk of Works in their absence

1. The College

Located centrally in beautiful Radcliffe Square, and dating from 1509, Brasenose College is one of the older Colleges in Oxford. It is a medium sized college with 370 undergraduates, 210 graduate students and 115 support staff. Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting international conferences and Bed and Breakfast guests. For further information please visit the website https://www.bnc.ox.ac.uk/

2. Department and Job Purpose

The team of 8 staff is a mixture of skilled trades and general maintenance. The team are responsible for planned and reactive maintenance work across all departments and college owned buildings and work with students, staff and academics. In addition, the postholder will be required to join the Standby and Call-out rota which provides emergency cover 24-7 throughout the year.

This multi-trade college maintenance role will provide a professional service to all students, staff and guests. In addition to professional carpentry skills, the post holder will also have the ability to undertake minor building tasks such as tiling, plastering and painting for example.

3. Job Description

Duties and Responsibilities

The person appointed to this role must display the skills of a trained carpenter and also have the ability to undertake minor building tasks.

- To carry out first line maintenance and general carpentry repairs at all College sites including Frewin, St Cross, Hollybush and any other buildings owned by College.
- To monitor and carry out the maintenance of College sites.
- To carry out minor building works including the installation of new kitchens and showers.
- To respond efficiently to emergency call-out requests, as needed by the College, irrespective of time as per the call out rota.
- To ensure that College and statutory regulations regarding Health and Safety are complied with in all tasks undertaken, ensuring safe working systems and environment.

- To carry out weekly maintenance checks on all fire doors across all College sites, upgrading where required.
- To carry out tasks in a professional, courteous and efficient manner.

General Duties:

- To carry out other such tasks as may reasonably be required of the team to meet the needs of the College, for example unloading and moving of stores and furniture, and assisting with watering of lawns and quad maintenance as required.
- To provide flexibility and support for the maintenance team, with the ability to multi-task and apply general building skills for example tiling, plastering or painting.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Workshop Manager or Maintenance Lead or Clerk of Works. This job description may be subject to review in consultation with the post holder.

General

- The post holder will be required to be familiar with, and work in accordance with, all College's policies and procedures.
- To participate in training and development required by the College.
- To be willing and prepared to undertake any other duties as directed by Workshop Manager or other senior member of college. The job description may be subject to review in consultation with the postholder.
- To be vigilant and take responsibility for ensuring the Workshop and College property and equipment is kept safe at all times.
- To ensure all personal data relating to individuals is kept confidential in accordance with College policies and relevant data protection regulations.

4. Person Specification and Criteria

Candidates will be assessed on the basis of the criteria set out in the section below and candidates should ensure that their application form provides evidence of how they meet these criteria.

Specification	**Essential / Desirable**
Ability to multi task using General Building Skills such as basic Plumbing, Tiling, Painting and Plastering	Essential
Full UK clean driving licence	Essential
Ability to work on own initiative and as part of a team	Essential
The willingness and ability to work outside in adverse weather conditions	Essential
The ability to risk assess own work area	Essential
Understanding of COSSH	Essential
Ability to work at heights	Essential
Understanding & awareness of Health & Safety	Essential
Knowledge of Manual Handling Procedures	Essential
Have a pleasant manner and be a good communicator	Essential
Flexibility as some weekend working & early starts may be required	Essential

City and Guilds in Carpentry or professional qualification	Desirable
Up to date working knowledge of Fire Regulations regarding Fire Doors	Desirable
Basic knowledge & understanding of stock control	Desirable
Basic knowledge of Microsoft Office including Outlook	Desirable

5. Summary of Terms and Conditions of Employment

Appointment: This is a permanent full-time post and there will be an initial probationary period of six months. The appointment will be conditional on verification of the successful candidate's 'Right to Work' checks and subject to the receipt of satisfactory references, medical clearance.

Hours of Working: Full time 39 hours per week. Working Hours: 8am – 5pm Monday to Thursday and 8am – 4pm on Friday, with an unpaid hour for lunch. The successful applicant will be required to work on a rota basis to provide emergency call during the evenings and weekends as detailed below and a willingness and ability to adopt a flexible approach to working hours and duties is necessary.

1. *You will be paid for being on Standby, with rates as set out in the Policy document.*
2. *You will be paid for time on call-out at your normal hourly rate.*
3. *You will be expected to make use of the College's van when on Standby and when responding to Call-outs.*
4. *Shifts on Standby may only be swapped with prior agreement from the Assistant Clerk of Works or Clerk of Works.*
5. *The arrangements and claims for call outs will be monitored by the Assistant Clerk of Works/ Clerk of Works on a monthly basis as the new arrangements are implemented.*

Salary: Equivalent to Grade 4 of the Oxford University Pay Scale, currently £22,847 - £26,341 pa depending on experience. Advancement up the scale is on merit.

Benefits

- **Pension -** Eligibility to the Oxford Staff Pension Scheme (OSPS). The successful candidate will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.
- **Salary Exchange Scheme -** Staff who join OSPS will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after joining Brasenose staff.
- **Annual leave** – Generous 30 days annual leave (5 days to be taken over Christmas break) plus statutory Bank Holidays. The remainder to be taken in agreement with the Assistant Clerk of Works/Clerk of Works. Bank Holidays which fall within the full terms of the University of Oxford are normally worked, for which compensatory time off in lieu will be given. The holiday year runs from 1 January to 31 December.
- **Meals** - Employees are entitled to take lunch free of charge in Hall each day they work when the kitchen is open.
- **Employee Assistance Programme** – free confidential telephone support service
- **Travel Pass Loan Scheme -** a discounted travel scheme is available with monthly deductions from salary
- **Cycle to Work -** monthly deductions from salary
- **Sports Facilities** – Access to the University Sports club
- **University Card** - for discounts in shops, cafes and restaurants and University Leisure facilities
- **Uniform and other relevant PPE provided**
- **Job related training**

Other Information: No smoking is allowed on any of the College sites.

6. Application process

To apply download the application form from the website and submit this online https://submit.bnc.ox.ac.uk/ along with your CV, selecting the *Applications for Non-Academic Appointments* box.

Alternatively, request a recruitment pack by post by emailing hr@bnc.ox.ac.uk

Closing date: Midday on Friday 28 January 2022. Applications received after this time may not be considered.
You will receive an acknowledgement email after your application has been successfully submitted via the online portal. After the closing date shortlisting will be carried out and shortlisted candidate will be invited to attend an interview.

Recruitment Monitoring: This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice. You are asked to complete the Recruitment Monitoring Form which is completed through the online application process. The information supplied on the form will play no part in the selection process and will not be seen by any members of the shortlisting panel.

Data Protection: All data supplied by applicants 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 Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on the website.
https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf

Brasenose College is an equal opportunities employer

January 2022