



NEW COLLEGE OXFORD

JOB DESCRIPTION – General Maintenance Operative (Compliance and Inspections)

Job Title:	General Maintenance Operative (Compliance and Inspections)
Reports to:	Maintenance Manager
Hours per week:	39 working hours per week, plus one-hour unpaid break per day
Salary:	College Grade 4.6 (currently £29,659 plus £1,500pa Oxford Weighting Allowance)
Leave Entitlement:	30 Days per annum, plus Bank Holidays (5 days to be taken over the Christmas Closed Period)
Notice Period:	1 Month

Key Objectives

The successful applicant will work as part of the College Maintenance Department ensuring all statutory and legislative requirements of the department are met in a timely manner. The General maintenance Operative (Compliance and Inspections) has specific duties within the Maintenance Department that require specific training and a high degree of competence. Alongside the compliance and inspections tasks, this post will also perform general maintenance tasks as instructed by the Maintenance Manager and provide cover and support for the other members of the maintenance team as required.

Main Responsibilities

1. Visual inspection and testing, labelling of Portable Electrical Appliances (PAT), using appropriate testing equipment. Testing on a recurring basis between 3000 and 4000 appliances. The PAT tester will be responsible for auditable, accurate recording of results in primarily electronic format. Items that fail the inspection and/or test are if possible repaired straightaway or replaced, temporarily or permanently, with another appliance.
2. Testing and cleaning of approximately 500-plus emergency lights on a monthly/6 weekly basis, including filling-in and filing their individual log sheets.

3. Inspection, testing and cleaning of approximately 120 extract fans annually.
4. Assisting the other College Electrician from time to time as required for safety, holiday and sickness cover and at times of high workload.
5. Assisting other members of the Team with their duties occasionally when the need arises.

Person specification

Essential:

1. City and Guilds Level 3 certificate for In-Service Inspections and Testing of Electrical Equipment (Or other similar qualification)
2. Demonstrable time served in the area of general maintenance and statutory compliance and equipment inspections
3. Excellent organisational skills and attention to detail, including the ability to prioritise working to deadlines and working autonomously
4. Strong interpersonal skills demonstrating the ability to build relationships and work collaboratively with people at all levels of the College
5. The ability to problem solve and remain calm and constructive under pressure
6. Excellent oral and written communication skills
7. Demonstrable commitment to the values and culture of an Oxford College

Desirable:

1. Comprehensive understanding of UK electrical regulations
2. IPAF category 3b mobile boom and 1b static boom certification
3. Experience of working in student accommodation
4. Experience of working as part of a Maintenance Team

Benefits

Benefits include:

- 30 days annual leave of which 5 are taken over Christmas/New Year when College is closed.
- Free lunch in College when available.

- Pension: The post-holder is eligible to join one of the College's employer-provided pension schemes, to which both the post-holder and the College contribute.
- Employee Assistance program.
- The College runs a bicycle and nursery voucher scheme, and a bus/train pass scheme.
- Professional subscriptions paid.

How to apply

Please upload to this portal:

- a full CV.
- a covering letter outlining your skills and experience relevant to this post.
- the names of two referees.

The closing date for applications is **Friday 21st of February 2025**

Those shortlisted will be invited to interview at New College during the week commencing **24th February 2025**

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.