



University of Oxford
**St Edmund
Hall**

Job Description - Further Particulars
General Maintenance Assistant

1. The College

St Edmund Hall (affectionately known as ‘Teddy Hall’) is one of the 38 constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. It retains its distinctive ancient title of “Hall”, dating back to the thirteenth century before most other Colleges or Halls were founded.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects. The Hall offers a matchless chance to live in the heart of Oxford, be taught by tutors of recognised distinction in their fields and to enjoy being part of an energetic and varied community. At present, the College is comprised of approximately 70 Fellows, 376 undergraduate and 315 graduate students in addition to administrative and domestic staff. Our undergraduates come from all backgrounds and include students from the UK and the world. The graduate population is an equally diverse body of students studying a wide range of subjects at Masters and Postdoctoral level.

Further information about the College can be found at by visiting the [College’s Website](#).

Department: Estates

Reports To: The Estates Manager and overseen by the Deputy Estates Manager. The Domestic Bursar has overall responsibility for the Estates Department.

2. The Estates Department

The Estates Department is led by the Estates Manager who reports to the Domestic Bursar and further consists of the Deputy Estates Manager, two outside property Wardens, a Plumber, a Carpenter, four General Maintenance Assistants and an Estates Administrator.

Our first-year students are accommodated on the main Queen’s Lane site. Just five minutes’ walk away, across Magdalen Bridge, the Tamesis building houses around 45 of our undergraduates. From July to September, the guesthouse is open to paying guests offering single, twin, double and family rooms with en-suite facilities. Our newest accommodation opened in 2004, located in East Oxford is the William R Miller Building and is also close to the main Queen’s Lane site. This is home to 55 students who all live in en-suite rooms. Our Norham Gardens properties are located in leafy North

Oxford some 15 minutes' walk from the College across the University Parks. These Victorian houses are very popular with our finalist students.

The College is in the process of building new student accommodation which will provide a total of 127 bedrooms and communal facilities at the Norham St Edmund site (17 Norham Gardens) and will allow us to house all undergraduates across all years and be at the forefront of a net zero building design and construction, improve access, encourage biodiversity and catalyse a creative and inclusive culture. This new building is due to fully open in 2026.

The Estates Department is responsible for the repair of buildings at all our properties. The department consists of a dedicated team who undertake the majority of preventative and reactive maintenance. Where required the department contracts out work to specialist companies for compliance or legislative reasons.

The department is customer facing and engages with the complete collegiate body and external stakeholders so professional standards combined with an approachable attitude are essential requirements. Working across a number of locations the Estates Department operatives travel to and from various locations carrying out repairs and projects as well as collecting and delivering materials.

We have a compliance training programme in place to ensure every member of the team is working safely.

3. About the Post

The General Maintenance Assistant carries out repairs whilst providing accurate records for planned maintenance and checks under the direction of the Estates Management Team to ensure that the College buildings, utilities, plant machinery and equipment are properly preserved. This role is based at our Norham Gardens site although the postholder is expected to work across all sites.

4. Responsibilities

- 4.1 The main duties will include, but are not limited to, undertaking of emergency repairs and on-going maintenance work to all College buildings such as:
 - Basic electrical work (changing lamps/tubes/starters)
 - Basic plumbing (unblocking toilets, tap repairs/replacements)
 - Basic joinery work (fit/repair doors/hinges/adjust closers and window furniture)
 - Decorating
 - Clearing gutters/drains/gullies
- 4.2 Assisting other team members or contractors in completing diagnostic and remedial work and referring any issues to the Deputy Estates Manager as appropriate.
- 4.3 Regularly checking the electronic maintenance system and ensuring all reported maintenance faults/requests are quickly responded to (training will be provided).

- 4.4 Assisting with the efficient disposal of hazardous waste materials including paint products, lamps and tubes in accordance with current legislation.
- 4.5 Working within Health & Safety regulations, reporting any breaches or concerns immediately to a member of the management team.
- 4.6 Assisting with identification of potential energy saving initiatives and liaising with the Deputy Estates Manager before implementing them.
- 4.7 Ensuring work is carried out in compliance with all applicable procedures, safe working practices and statutory requirements.
- 4.8 Wearing appropriate Personal Protective Equipment and ensuring the health, safety and welfare of employees, students, visitors and contractors is not compromised.
- 4.9 Completion and maintenance of associated records and documents.
- 4.10 Being available for out-of-hours emergency call-out as part of the maintenance on-call rota (365 day/24 hour cover) after successful completion of probation period.
- 4.11 Undertaking a range of associated but non-specific tasks as required e.g. tidying work areas, collecting parts/materials, driving/delivering, attending/assisting at fire drills, lifting/carrying furniture/books etc.
- 4.12 Undertaking the necessary training and to attend refresher courses as and when required in order to be able to fulfil the duties of the post.
- 4.13 Assisting with keeping College areas clean and maintained to a standard that is compliant with current safety regulations and the College's Health and Safety Policy.
- 4.14 The General Maintenance Assistant will be expected to 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.

The above list is not exhaustive, and the General Maintenance Assistant will be expected to carry out such other duties as the College may from time to time request, commensurate with the grade and responsibilities of the post. The duties may be varied from time to time without changing the essential nature of the post.

5. The Person

REQUIREMENTS	Essential and desirable criteria	
	E	D
Education/qualifications		
A good general education.	√	
Experience		
Experience in general maintenance, fault-finding and remedial works.	√	
Experience of using power equipment, able to negotiate staircases and confined spaces, carry reasonable loads unassisted and work at height using ladders and tower scaffolding.	√	
Ability and understanding in monitoring plant status and interpreting alarms.	√	
Experience or qualification in plumbing, electrical works or carpentry.		√
Skills, knowledge and abilities		
Organised and be able to work methodically in a safe, clean and tidy manner.	√	
Knowledge of the Health & Safety at Work Act.	√	
First aid trained or willing to train towards qualification.	√	
Self-motivated and be able to work independently and as part of a team.	√	
Possess a good level of numeracy and literacy with conversational English and have basic IT skills (email and Microsoft Office).	√	
Be prepared to participate in the on-call rota (after probation and according to experience).	√	
Hold a full, valid driving license and be able and willing to drive the College vehicle.	√	
Dedicated, enthusiastic with a high level of customer service skills.	√	

6. Terms and Conditions

<u>Appointment:</u>	This is a full-time (40 hours per week) post. The appointment will be conditional on receipt of satisfactory references and satisfactory completion of a six-month probation period.
<u>Notice Period:</u>	During the probation period, the post-holder's employment may be terminated by either side on one week's written notice. Once the appointment is confirmed, the period of notice on either side is 1 month.
<u>Salary:</u>	The salary range is between £26,338 - £29,959 plus an additional call out supplement after successful completion of probation. Appointments are usually made at the bottom of the scale and advancement up is on an annual basis on 1 August provided the post-holder has been in post for at least three months prior to the incremental date.
<u>Call-Out Rota:</u>	Approximately one week in every seven, 7 or 8 times per year (Monday to Sunday evening) for which an additional payment of £297.00 is paid per week of call-out. There is no requirement to remain on College premises but ideally the appointee should be able to travel to work within 45 minutes whilst on-call and should be no more than 2 hours away.
<u>Hours of Work:</u>	Contracted hours of work will be 40 hours per week, usually 08:00 – 16:30, with a 30-minute lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
<u>Annual Leave:</u>	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the General Maintenance Assistant 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 Estates Manager.
<u>Meals:</u>	Lunch is provided free of charge when the College kitchen is open.
<u>Benefits:</u>	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service), discount in some University shops, free entry to other Oxford colleges and libraries, discounted computer software from the University Computing Service, free access to the Botanical Gardens and Harcourt Arboretum, discounted membership of the University's gym and pool. The College arranges various events for staff throughout the year including quizzes, a summer BBQ, Christmas lunch and

more.

Pension: The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

Parking: Parking is very limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's terms and conditions of employment.

7. Application Process

Interested applicants should forward the following documents:

- 1) A Cover Sheet (available on the website) detailing the names and contact details of two referees;
- 2) A current CV;
- 3) A covering letter, which explains how candidates meet the selection criteria for the post.

There is no deadline and applications will remain open until the post is filled. You are therefore encouraged to apply as soon as possible.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR. Late or incomplete applications will not be accepted.

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

Visits are encouraged and welcomed for interested candidates prior to application. To book a visit or to discuss the post please contact Stephen Lloyd (Estates Manager), stephen.lloyd@seh.ox.ac.uk or Alex Grant (Deputy Estates Manager), alex.grant@seh.ox.ac.uk or email recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant 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.

Recruitment Monitoring

Please also consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A

paper copy can be obtained on the College website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*