

**JOB DESCRIPTION – MAINTENANCE OPERATIVE**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** | |
| Title of Post | Maintenance Operative |
| Purpose of Role | The Maintenance Operative works as part of our maintenance team and  plays a proactive role in keeping the external and internal fabric of the St. Clare’s estate, together with its plant and services, in the best possible order. |
| Department | The Estates Department along with housekeeping provide key support services to the other departments within the St Clare’s, Oxford operations.  The Maintenance team forms part of the Estates Department |
| Reporting Structure | The Maintenance Operative will report directly to the Properties and Services Maintenance Supervisor who is responsible for managing the Maintenance Department. |
| Key Responsibilities | All aspects of planned and reactive maintenance and involvement with new projects and refurbishments.  Assisting other teams and departments within St Clare’s, as directed by the Properties and Services Maintenance Supervisor  Performing other tasks as directed by the Estates Manager. |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Full time, permanent position |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL (and all buildings within the St Clare’s, Oxford estate) |
| Hours of Work | 40 hours per week, Monday to Friday.  The working pattern consists of a shift rota, over a 6-week rotation, 6 weeks on 07:30 – 16:00, 1 week on 09.30 -18.00, but may be subject to change to support future operational requirements.  The College operates during Easter, May and August public holidays and work will normally be required on these days. |
| Probationary Period | Six months |
| Notice Period | One month |
| Salary / Pay | Salary range is £24,454 - £29,171 per annum (depending on skills and experience). Salaries are reviewed on 1 September each year.  An overtime rate of 1½ times normal rate is paid for any hours worked as overtime (agreed in advance with the Estates Manager) during the week and on Saturdays, with hours worked on a Sunday at twice the normal rate.  For public holiday working employees are given time off in lieu together with pay at ½ normal rate for each hour worked. |
| Holidays | The holiday entitlement is 17 working days per year plus normal public holidays and the period over Christmas when the College is closed. |
| Pension | A contributory pension is offered through St Clare’s group personal pension scheme. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee’s contributions above 5% may be made, but do not attract a matching contribution from the employer. |
| Life Assurance | Death-in-service benefit is four times annual salary. |
| Meal | A free meal is provided in the College catering units on working days and when students are in residence. |
| Childcare Voucher Scheme | The College operates a childcare voucher scheme |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Occupational Reasons | * Must be over 21 years old (for vehicle insurance reasons) **(E)** |
| Education and qualifications | * A relevant trade qualification **(E)** * Must hold a full UK driving licence, for a minimum of two years, with no   more than three points (for vehicle insurance reasons) **(E)**   * Willingness to learn to drive vans and minibuses **(E)** * A Painting and Decorating qualification **(D)** |
| Knowledge, skills and experience | * Able to demonstrate a sound knowledge of painting and decorating   practices **(E)**   * Able to demonstrate competency in other trades and disciplines **(E)** * A sound awareness of current Health and Safety requirements as they   relate to property maintenance **(E)**   * An understanding of the College’s core aims and standards **(E)** * Sufficient IT skills to perform the job effectively   (Outlook, Word and Excel) **(E)**   * Experience of using an electronic planned / reactive maintenance system and a building management system **(D)** |
| Personal skills and attributes | * A good team worker, while also being able to work alone **(E)** * Ability to work on his/ her own initiative **(E)** * Adaptable and willing to support other teams across the College **(E)** * Attention to detail and high standard of workmanship **(E)** * A friendly attitude and a commitment to providing a high level of customer service **(E)** * An enjoyment of problem solving **(E)** |

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| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.** |
| Health questionnaire | Satisfactory completion of a health questionnaire. |
| Prohibition order checks | Prohibition order checks will be carried out for all teaching positions and for senior management positions as appropriate. |

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| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment)  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | **17.00 hrs on 25th September 17** |
| Interviews | Interviews will be held on **3rd October 17**  The interview process will include some testing of key attributes. |