



JOB DESCRIPTION – MAINTENANCE OPERATIVE

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Maintenance Operative (Carpenter)
Purpose of Role	The Maintenance Operative works as part of the College's maintenance team to ensure daily targets and tasks relating to maintenance are consistently met and to the highest standard.
Reporting Structure	The Maintenance Operative reports directly to the Estates Manager.
Key Responsibilities	<p>To carry out all aspects of planned and reactive maintenance work with the focus on carpentry. Tasks will include:</p> <ul style="list-style-type: none"> ○ refurbishing and maintaining doors, including fire doors and door closers, and fitting new doors and ironmongery. ○ maintaining and refurbishing sash and casement windows to a high standard. ○ joinery repairs and replacements. ○ manufacturing items such as storage cupboards. <p>To provide cover for other maintenance staff during absences and to manage peaks in work. This work will involve basic competence in other trades.</p> <p>To work flexibly and to understand that requirements will vary depending on changing circumstances within the College.</p> <p>Be willing to help other departments at busy times, if required and when requested by the Estates Manager</p> <p>To attend training courses as required and to keep up to date with changes in the industry.</p> <p>To comply with all College policies and procedures to ensure that all Health and Safety regulations are observed.</p> <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Maintenance Operative may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
TERMS AND CONDITIONS	
Terms of Employment	Permanent, Full time
Place of Work	139 Banbury Road, Oxford, OX2 7AL (and all buildings within the St Clare's, Oxford estate)
Hours of Work	<p>40 hours per week, Monday to Friday between 07:30 – 16:00, but subject to change to support operational requirements.</p> <p>The Maintenance Operative will also be required to work outside normal hours of employment to meet the needs of the business. This may include some work at weekends and evenings.</p>

	Some work on bank/public holiday may also be required for which time off in lieu will be granted.
Probationary Period	6 months
Notice Period	1 month after probation
Salary/Pay	<p>In the range £27,00 to £33,000 per annum depending on skills and experience.</p> <p>Salaries are reviewed annually with effect from 1st September.</p> <p>Overtime rates will be paid for hours worked in excess of 40 hours a week, subject to agreement in advance with the Estates Manager.</p>
Holidays	<p>26 days' annual holiday entitlement, plus bank/public holidays.</p> <p>Some bank/public holiday working will be required when these fall on dates during the College term (time off in lieu will be granted).</p> <p>The College is closed annually from 24th December to 1st January inclusive. The Employee will be required to book holiday to cover this period.</p>
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%.
Life Assurance	Death in service benefit is four times annual salary
Meal	A free meal is provided in the College dining hall on working days and when students are in residence.

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	<ul style="list-style-type: none"> • A carpentry qualification eg City and Guilds or an NVQ (E) • A relevant trade qualification (D) • A full UK driving licence, held for a minimum of two years, with no more than three penalty points (for vehicle insurance reasons) (E) • Willingness to learn to drive vans and minibuses (E)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Able to demonstrate a sound knowledge of carpentry experience (E) • Able to demonstrate competency in other trades and disciplines (D) • 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 (D) • Sufficient IT skills to perform the job effectively (Outlook, Word and Excel) (D) • Experience of using an electronic planned/reactive maintenance system and a building management system (D)
Personal skills and attributes	<ul style="list-style-type: none"> • A good team worker, while also being able to work alone (E) • Ability to work on your own initiative (E) • Adaptable and willing to support other teams across the College (E)

	<ul style="list-style-type: none"> • Excellent attention to detail and with a 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)
<p style="text-align: center;">References and Pre-employment Checks</p> <p><i>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.</i></p> <p><i>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.</i></p>	
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	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</p>
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.
HOW TO APPLY	
Applications	<p>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</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	<p>Alternatively, send to:</p> <p>Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL</p>
Contact us	<p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p>
Deadline for applications	09:00 hrs Friday 24 March 2023