



## WORCESTER COLLEGE OXFORD

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Post</b>	Maintenance Operative
<b>Department</b>	Maintenance
<b>Reports to</b>	Head of Works
<b>Job grade</b>	Grade 4.3 to 4.6 (£27,644 - £29,959)
<b>Date</b>	July 2025
<b>Hours</b>	Full Time (40 hours) 8am – 5pm

#### The College

Worcester is one of the 38 constituent colleges of the University of Oxford. Founded in 1714, it occupies the 26-acre site on the western side of the city where the Benedictines first founded Gloucester College in 1283. Some of the buildings of the earlier college survive, and the resulting mixture of architectural styles, together with the beautiful gardens, lake, and playing field, attract students and visitors alike. The College has c. 400 undergraduates and c. 200 graduate students; of these 260 students live within the boundaries of the College itself, and a further 200 live in College accommodation located within 300 metres of the College Lodge. Like all Oxford Colleges, Worcester is an independent self-governing institution regulated by the Charity Commission. The Governing Body comprises the Provost (Head of the College), who chairs it, and 51 further Fellows: together they are responsible for the admission and tuition of students, for the welfare of all students and staff, and for the College's finances.

#### The Maintenance Department

The Maintenance Department at Worcester College is responsible for the upkeep and general maintenance of all college owned buildings. The Maintenance Team are managed by the college Maintenance Manager, who then reports to the Head of Works. Tasks are generally split into reactive and planned maintenance categories.

#### Job Purpose

The primary purpose of this post is to ensure that the premises are maintained to a high standard. This will involve working closely with College Fellows, Students, Guest and a wide range of colleagues from within other departments e.g. Housekeeping. A 'hands-on' approach to complete a wide range of building repairs and maintenance.

This post is ideally suited to someone who enjoys working in the buildings industry and who takes a pro-active approach to customer service and has pride in their work.

#### Key Responsibilities

The jobholder will be responsible for:

- To carry out first line General Maintenance.
- Complete general repair and maintenance tasks throughout the College Buildings and Pathways including painting walls, hanging doors and fitting skirting boards, repairing or rebuilding walls, fitting kitchens and bathrooms/tiling.
- Working at high-level to clear and maintain gutters and complete other repairs, including harness work on roofs.
- Use of ladders and use and erection of tower scaffolding.
- Experience of maintenance or equivalent work in a professional or learning environment, and the ability to carry out maintenance tasks.
- The ability to operate successfully as part of a team, but also to use own initiative as appropriate, when required, with a positive, reliable, willing and helpful attitude towards work and colleagues.
- A working knowledge of or familiarity with current health and safety regulations.
- Strong interpersonal skills and the ability to communicate clearly.
- Flexible approach to working and committed to delivering a high level of customer service.
- To carry out work in a tidy and workman like manner, keeping the workplace and the workshop clean and clear of rubbish
- Complete planned and reactive maintenance tasks to a high standard, following and conducting room inspections.
- Ensure that all equipment is maintained and operated safely.
- Be part of the College's out -of-hours On-call system. (Call out payments when required).

The above is not an exhaustive list of duties and you will be expected to perform different tasks outside your normal area of expertise as necessitated by your changing role within the College and the overall business objectives of the organisation.

### **General obligations**

#### **On a personal basis you are expected to:**

- a. take responsibility for your own personal development and be willing to undertake training to improve your personal performance and knowledge
- b. provide the highest quality services and work to continually improve standards
- c. comply with the College's Equal Opportunities Policy and treat staff, students, colleagues and potential employees with dignity and respect at all times
- d. understand your responsibilities under Worcester College's policies and procedures and that you comply with them
- e. perform duties not specifically identified in the job description but which are in line with the general responsibilities of the post

The job description may from time to time be amended by the College and in addition to the duties set out in it you may be required to undertake additional or other duties within your professional capabilities as are necessary to meet the needs of the College.

Please note this role is subject to a satisfactory Basic Disclosure and Barring Service (DBS) check.

## Person Specification

Candidates will be assessed on the basis of the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work, candidates may wish to give examples from study, voluntary work or skills gained in their family or social life.

Criteria	Essential	Desirable
<b>Qualifications</b>		
A nationally recognised trade qualification. (City & Guilds, NVQ) Health and Safety Competency Certificates; or willing to attain.		Yes Yes
<b>Skills, Experience &amp; Knowledge</b>		
Extensive experience in own trade Experience in working in an education setting. Experience in working in Listed Buildings. First Aid trained, or willing to qualify.		Yes Yes Yes Yes
<b>Personal Qualities</b>		
Aptitude for general building and maintenance skills Ability to work as part of a team and be a good and friendly communicator Able to work under own initiative and set example to others Show reliability, discretion and trustworthiness at all times	Yes Yes Yes Yes	

## Equal Opportunities

Worcester College is equal opportunities employer and welcome applications from all suitably qualified candidates. Worcester actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Worcester. Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know. Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

***Staff are requested to work in a way which reduces their environmental impact and uses resources effectively. This includes commitment to the College Environmental Sustainability Policy, and Procurement and Purchasing Policy***