



CORPUS CHRISTI COLLEGE JOB DESCRIPTION

Job Title: Maintenance Plumber / General Maintenance			
Purpose:	To maintain the plumbing, heating and drainage systems within all College properties.	Terms /Hrs /week	Full time 40 Hours per week, plus emergency call out on a rota basis during the evenings and weekends
Supervised by:	Maintenance Manager	Contact Details:	TBC
Managed by:	Estates Manager	Contact Details:	georgina.rudolph@ccc.ox.ac.uk
3 rd Party Reviewer	The Domestic Bursar	Contact Details:	Andrew.Rolfe@ccc.ox.ac.uk
Role Description:	The holder of the post will be responsible for the maintenance and repair of the plumbing systems within College but also supporting other trades within the Maintenance Department which will include non-plumbing related work		
Pay:	£32,000 - £35,000 depending on skills and experience	Holiday Entitlement:	24 days + 5 at Xmas + BHs (pro rata)
Specialist Training:		Role Specific Allowances:	Call out and standby pay
Reviewed		Date	26 th April 2024
Post Holder:		Appointed:	

Relationships:

- a) Responsible to: Estates Manager via Maintenance Manager.
- b) Liaison with: Students, Fellows, Visitors, Scouts, Lodge Porters, Accommodation Manager, Contractors and other Maintenance staff.

Responsibilities:

The jobholder will be responsible for:

- Maintenance and repair of both the hot and cold water systems within College properties. Including the installation and removal of domestic dish washers and washing machines.
- Maintenance and repair of the heating systems within College properties (no gas work required as essential but Gas Safe would be desirable).
- Maintenance of the drainage systems.
- Alterations to the above with some new installation work. Analyse problems and identify appropriate tools and materials for repair.

- Working at high-level to clear and maintain gutters and complete other repairs, including harness work on roofs.
- Repairs to lead work.
- Use of ladders and use and erection of tower scaffolding.
- Driving the College van between sites to carry out works as required and collect materials etc when necessary.
- Supporting other trades within the department including undertaking non-plumbing maintenance work as required.
- Attending training courses as required.
- Exercising maximum care when on College premises, paying due regard for the College's Health and Safety Policy.
- Having regard for the security of the College, reporting any suspicious activity or occurrence.
- There is a requirement to be a member of the standby / call-out rota, to work evenings and weekends if and when required. This is paid in addition to salary.
- 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.
- To undertake any other reasonable plumbing and non-plumbing requests from the Master of Works or Maintenance Manager.

Appointment

The College is looking to fill this post as soon as possible but will vary this for the right candidate. There will be an initial probationary period of 6 months. The appointment will be conditional on verification of the successful candidate's right to work in the UK, and subject to the receipt of satisfactory references, one of which should be your current employer.

Remuneration and Terms

This post will be paid £32,000 - £35,000 pa depending on Skills and Experience. The College offers 24 days annual leave per annum (pro rata) plus, in addition to Bank Holidays, 5 days compulsory leave at Christmas. Membership of the staff contributory pension scheme, Bus Pass loan (after probation), staff uniform and free lunch when working, and when the kitchen is open, also form part of the package.

Notice

During the initial probationary period of 6 months, notice will be two weeks on either side. Subject to satisfactory review and confirmation of the post, the notice period will be 1 month on either side.

How to Apply

Prospective candidates should send their completed application form and Curriculum Vitae to the HR and Payroll Officer, either by post or electronically, at Corpus Christi College, Merton Street, Oxford, OX1 4JF, email: hr@ccc.ox.ac.uk, to arrive no later than midday on 15 May 2024. Interview dates to be arranged. In the event that no suitable candidate is selected then the College is prepared to re-advertise.

Job description approved by: AR

Date: April 2024