



CORPUS CHRISTI COLLEGE JOB DESCRIPTION

Job Title: Maintenance Manager

Purpose:	To manage the College in-house Maintenance Team	Terms /Hrs /week	40 hours per week
Supervised by:	Estates Manager	Contact Details:	Estates.manager@ccc.ox.ac.uk
Managed by:	Domestic Bursar (DB)	Contact Details:	Domestic.bursar@ccc.ox.ac.uk
3 rd Party Reviewer	TBC	Contact Details:	TBC
Role Description:	To manage and operate the College's in-house maintenance function and to supervise external contractors employed on Maintenance tasks		
Pay:	£42,000 - £44,000 PA	Holiday Entitlement:	24 days +5 at Xmas + BHs
Specialist Training:		Role Specific Allowances:	Call out payments when required
Reviewed		Date	
Post Holder:		Appointed:	

RESPONSIBILITIES

The jobholder will be responsible for:

Managing planned and reactive maintenance works as well as minor works agreed with the Estates Manager. Including completing tasks themselves. Allocating tasks to maintenance staff and ensuring tasks are completed to a high standard and in an efficient and effective manner.

Maintaining records of requested works, who they are allocated to and record their completion. Essential skills with MS Office, Word, Excel and able to learn new software tools. Desirable skills of BMS systems.

Undertaking the purchasing requirements for the Maintenance team in a cost-effective manner ensuring that best value for money is achieved and in line with College procurement procedures. This function includes checking of deliveries against delivery notes and sending delivery notes to the Estates Manager for linking with invoices. Awareness of best practice in the field, identifying opportunities for implementing improvements to working practices.

Managing outsourced maintenance activities in an effective manner and ensuring that such works are completed within time and cost and to a suitably high standard. In consultation with the Estates Manager maintaining contractors to undertake work for which the College either does not have the skills and / or capacity to do in house. Maintaining records of statutory and other inspections and tests as undertaken by the maintenance team and external providers.

Producing and monitoring a schedule of statutory inspections and tests in conjunction with the Estates Manager

Operating a permit to work system for appropriate tasks and including "Hot Work".

Inducting external contractors to site and ensuring that they provide appropriate documentation and comply with College procedures including registration on and off site each day.

Being part of the Maintenance on call rota.

Managing and directing the Maintenance team including:

Managing staff holidays (in consultation with the Estates Manager) and maintaining leave records in conjunction with the HR Officer. Recording and managing other absences in liaison with the HR Officer. Undertaking Personal Development Reviews of staff in consultation with the Estates Manager. Day to day management of working times and breaks within the team. Producing and monitoring the maintenance on-call rota. To undertake any reasonable work as directed by the Estates Manager.

Health & Safety

In collaboration with the Estates Manager and the College Health and Safety Officer: Whilst not essential IOSH or NEBOSH is desirable.

Ensuring that all work carried out within maintenance adheres to both current health and safety legislation and the College's health and safety policies and procedures.

Ensuring that adequate risk assessments are prepared for all maintenance activities and that these are reviewed annually and communicated to staff members. Ensure specific risk assessments are prepared for non-generic works.

Ensuring that staff are trained in Health and Safety aspects of their work including working at Height, Manual Handling, Asbestos Awareness, Electrical Safety, Legionella and other areas as required. This training to be recorded through the college HR Assistant

Ensuring that staff are issued with appropriate PPE as required for tasks allocated and that such PPE is maintained and replaced as required.

Ensuring that all hazardous products used by Maintenance staff are correctly stored and used. Ensuring staff are provided with COSHH training and ensuring that they are aware of the issues with particular products.

Ensuring the safe operation and maintenance of the College van including the completion of vehicle log book and other documentation.

Desirable

Experience with plumbing, painting, tiling, fitting kitchens, bathrooms, etc Experience in an institution, such as schools, colleges, hotels, historic buildings. An understanding of ACOP (Accommodation Codes of Practise). Awareness of sustainability and improving systems to reduce carbon footprint. PASMA and "Man-safe" systems trained, but training will be available.

Remuneration and Terms

This post will be paid £42- 44,000 pa. The post is full time 40 hours per week. The College offers 24 days annual leave per annum plus, in addition to Bank Holidays, 5 days compulsory leave at Christmas. Membership of the staff contributory pension scheme, and free meals when working, and when the kitchen is open, also form part of the package.

Probation

The post will be subject to a probation period of 9 months during which the notice period will be 2 weeks on either side.

Notice

Following successful completion of probation, the notice period for this post will be 2 months on either side.

How to Apply

Prospective candidates should send their completed application form, CV and covering letter 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 Tuesday 4th June 2024. Interviews will take place w/c 10th June 2024.

Job description approved by:

Date: May 24