



St Edmund's College

University of Cambridge

Job Title	Maintenance Assistant
Department	Bursary
Location	Cambridge, St Edmund's College
Length of Appointment	Permanent, Full time
Salary	£25,684 per annum

Overview

To support the Maintenance Supervisor in providing multi-skilled maintenance assistance to all members of the College and to ensure that maintenance and repairs to the College properties are always completed to a high standard. The Maintenance Assistant is responsible for the upkeep of all the internal and external areas of the College and proactively identifies areas that require attention and improvement. Additional duties of the post include setting up all function/conference rooms within the College, a task that will involve some heavy lifting of furniture.

Key Responsibilities & Duties

- To be fully aware of the College activities and facilities
- To carry out short term maintenance work & emergency repairs affecting bedrooms, offices, and public areas within relevant timescales.
- To deal with emergency and breakdown calls quickly and efficiently.
- To carry out painting & decorating when required
- To retrieve maintenance tasks from the College Maintenance Ticket System (OS Ticket)
- To carry out a daily tasks list produced by the Maintenance Supervisor
- To prioritise, investigate and complete repairs from OS Ticket system.
- To report any faults, defects or any other problems observed during their course of work by raising a request on the OS Ticket system so that these can be remedied as quickly as possible.
- To carry out and maintain annual PAT testing and records.
- To check the College Function Room Booking system daily to be aware of any rooms that require setting-up.
- To layout class/function rooms and common areas in readiness for various College external and internal events
- To collect recycling bags from college offices, shared kitchens, and communal areas

- To check all maintenance stocks regularly and report any low stock levels to the Maintenance Supervisor
- To assist in the layout of the Chapel for College special events, as notified in advance.
- To ensure that all flags are raised and lowered on instructions received from the Head of Facilities and Accommodation
- To be customer focused by delivering excellent customer service with an informed, friendly, and proactive approach.
- To maintain good working relationships and effective liaison with all departments, students, and fellows of the College regarding maintenance queries
- Additional attendance may be required in order to respond to emergencies occurring outside normal working hours on a rota basis and overtime may also be required to be worked to ensure that all jobs/tasks are completed each day or week.
- To attend training when required

External Areas

- To collect refuse bags from outside College buildings and transfer them to refuse bins.
- To sweep pathways, walkways, entrances, steps, car parks and bicycle sheds
- To make sure that all College external signages are clean and visible to everyone. To collect litter and cigarette butts from all external areas.
- To clean and scrub external paving to acceptable standards.

Health and Safety

- To follow the College Health & Safety policy and complete all duties on H&S checklists as soon as possible.
- To be fully aware of and strictly observe Health & Safety and Security policies and procedures.
- To test the fire alarms systems weekly and to record all findings in the College Fire Logbook.
- To assist with the yearly Fire Drills within College accommodation blocks
- To ensure on all occasions, you observe safe and hygienic working practices to satisfy the requirements of the Health & Safety at Work Act and other statutory legislation.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE

Essential:

- Previous experience in a Caretaker or similar role.
- Physically fit with the ability to lift and carry items of furniture and refuse bags.
- Ability to work without supervision when necessary.
- Ability to understand verbal and written instructions.
- Ability to produce consistently good work under pressure and with interruptions.
- Knowledge as computer user in Microsoft Office, email and basic software.

Desirable:

- Experience of working within a similar College environment.
- Experience as a plumber or electrician.
- Knowledge of basic building construction.
- Knowledge of basic decorating techniques.
- Basic knowledge of workplace health and safety.

PERSONAL SKILLS

Essential:

- Ability to develop good working relationships.
- Ability to work on own initiative and organise workload effectively.
- Flexible and reliable.
- Keen to learn and improve own performance.
- Calm under pressure and with interruptions.
- Appreciation of importance of customer care and able to put this into practice.

Desirable:

- Able to work in a small team.
- Able to provide cover and support for other colleagues with the team.

Budget Holder - NA

Fellow – NA

Manager - NA