This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

**JOB TITLE:** Maintenance Officer

**REPORTS TO:** Domestic Bursar

**STAFF RESPONSIBLE FOR:** Not Applicable

**HOURS OF WORK:** 37.5 hours per week usually 8am-4pm Monday to Friday with 30 minutes unpaid lunch break

**SALARY:** £24,634.05 per annum

**BENEFITS:** 25 days paid holiday; non-contributory defined contribution pension scheme; free meals in term; onsite parking

**MAIN PURPOSE OF THE JOB:**

To carry out various maintenance duties around the college and its associated housing to ensure that the premises are safe, functional, and well-maintained. To do this in a way that is in accord with the ethos of a Christian college and community. The College premises include historic listed buildings and more modern facilities. The successful applicant will have a strong customer focus and be able to work independently to high standards.

**BACKGROUND**

Westcott House is a small college of about 50 students in the centre of Cambridge, training men and women for ordained ministry in the Church of England.

**KEY TASKS AND RESPONSIBILITIES:**

**Main Duties**
1. General maintenance of the College buildings and facilities including minor repairs and construction tasks according to skills and qualifications.
2. Work with the Domestic Bursar to ensure all repairs to existing structures are appropriately authorised in advance and comply with the standards required to maintain Listed Building integrity.
3. Respond to email and telephone requests from students, staff and residents regarding maintenance issues in a timely manner.
4. Plan and ensure the effective and efficient operation of the heating and boiler systems and maintain appropriate records.
5. Maintain the college fire alarm system in good working order.
   a) carry out weekly fire alarm tests and
   b) monthly inspections of fire alarm extinguishers.
6. Coordinate College staff in furniture removal and general manual handling tasks, and assist other College departments in lifting and moving operations where required.
7. Set up conference and teaching rooms as required.
8. Coordinate contractors’ site visits.
9. Liaise with contractors during maintenance works.
Health and Safety Requirements

10. Apply appropriate health and safety regulations to maintain a safe working environment at all times and be competent and up to date with current health and safety regulations.

11. Undertake regular maintenance tasks that ensure a safe site:
   a) Carry out weekly flushing of water outlets and monthly sentinel temperature checks as part of Legionella water management.
   b) Maintain the boilers and heating system to ensure everything is operating safely.
   c) Ensure College grounds and frontages are maintained including sweeping and power-washing paths, clearing fallen leaves, cutting back foliage as advised by the gardener, and controlling weeds.
   d) Keep the workshop clean and safe at all times.

Oversight of Maintenance Programme

- Liaise with college surveyors on planned maintenance programmes.
- Plan and implement a rolling programme of maintenance works.
- Obtain quotes from contractors on all maintenance works.
- Advise the Domestic Bursar and Director of Finance on maintenance issues.

Other

12. Attend all team meetings and undertake training as required, including health and safety courses and safeguarding training.
13. Occasional out of hours call-out duties.
14. Such other duties as may from time to time be required.

The above is not an exhaustive list and you may be expected to undertake other related duties as required by the Domestic Bursar and/or Director of Finance.

Safeguarding and Safer Recruitment

Westcott House take Safeguarding and Safer Recruitment seriously and the successful candidate will be required to complete all relevant safeguarding training and checks.

Our safeguarding policy can be found on our website at the following link: https://www.westcott.cam.ac.uk/about-us/policies-safeguarding/
## PERSON SPECIFICATION
### Maintenance Officer

### Qualifications/academic achievements required to do the job:

**Essential:**
- Good standard of written communication skills

**Desirable:**
- Relevant qualification or apprenticeship

### Experience – type and depth of experience required to do the job:

**Essential:**
- Experience of working within a Maintenance team

**Desirable:**
- Experience working in a similar environment, such as a College
- Working knowledge of a building trade in one or more of the following disciplines – electrical, mechanical or carpentry

### Special aptitudes required

**Essential:**
- Strong customer care focus.
- Ability to work autonomously and without frequent supervision
- Ability to work well during pressured times and situations
- Sympathy for the purpose and work of Westcott House and of the Church of England, and willingness to work to actively support that purpose and work

**Essential:**
- Strong IT skills

### Personal disposition

**Essential:**
- Smart appearance and friendly disposition
- Work well within a small support staff team
- Ability to create and maintain effective relationships
- Loyalty and commitment
- Energy and enthusiasm

**Desirable:**
- Understanding and appreciation of the theological nature of the College

### Circumstances

**Essential:**
- The demands of the role may fluctuate depending on the time of the year, flexibility of working hours and ability to manage own workload are therefore essential. The role may require occasional out of hours work for which overtime is not payable but time off in lieu will be granted.

October 2023