Job Description

The context and opportunities of this role

Wycliffe Hall is a Permanent Private Hall of the University of Oxford, and an Anglican theological college in the evangelical tradition. It is committed to excellence in teaching and research, thereby making a significant contribution to the intellectual life of the University and the wider society. Our mission is to be a centre for the renewal of Christian prayer, character, preaching and thinking. We have about 140 students, of whom around 40% are Church of England ordinands. Students study for undergraduate and graduate qualifications, from the certificate to doctoral level, and come from a wide range of backgrounds. We are committed to expanding that range.

Here at Wycliffe Hall, we have an exciting opportunity to join our friendly College Maintenance Team, we are looking to recruit a Maintenance Assistant. The role is offered as a full-time, permanent contract, working 35 hours per week, 9am – 5pm Monday to Friday, with an unpaid hour for lunch.

The role the Maintenance Assistant works under the direction of the Clerk of Works and is expected to provide a range of general maintenance duties at the College and any off-site in students’ living accommodation.

Responsibilities

- General plumbing works, basic electrical works, carpentry, painting & decorating ensuring that all Health and Safety requirements are complied with.
- Monthly testing schedule
- Gutter, drain and gully clearing.
- Assisting with furniture movement (occasionally as and when requested by Accommodation Manager and when time allows).
- Entering loft spaces for general repair, observation and tasks.
- Some working at height
• Responding to College maintenance requests as directed by the Maintenance Manager.
• Travelling to the off-site properties to carry out minor repairs and assist or monitor contractors if and when appropriate.
• Report any maintenance, hygiene and hazard issues to the Maintenance Manager.
• Ensure appropriate clothing is worn when performing duties.
• To undertake training as necessary for maintenance tasks.
• Any other duties of a similar nature.

**SELECTION CRITERIA**

**Essential selection criteria**

• Previous knowledge of low-level general maintenance.
• Good communication and inter-personal skills.
• Excellent time management and organizational skills.
• Ability to work independently and as part of a team.
• A flexible attitude to work and the ability to work well under pressure.
• Positive, trustworthy, reliable and self-motivated.
• Proven work experience in delivering a consistently high level of customer service.
• Ability to prioritise tasks during time critical periods.

**Desirable selection criteria**

• Relevant experience within a college.
• Basic IT/computer skills.
• Knowledge of COSHH (or willingness to undergo training).

**Key Relationships**: Clerk of Works, Maintenance Supervisor, Accommodation & Property Officer, Domestic Bursar, Conference & Events Manager.

**Remuneration**

This post is offered subject to the satisfactory completion of a six-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The salary of £26000 a year is provided on Wycliffe Hall's scale (linked to the University of Oxford).

**Pension**: Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

**Working hours**: Full time, 35 hours per week, with some evenings and weekends for which time off in lieu will be given.

**Place of Work**: Wycliffe Hall, 54 Banbury Road, Oxford OX2 6PW

**Notice Period**: The standard notice period is three months.
**Holidays:** Initially 25 days per year, in accordance with the College Holiday Policy, in addition to public holidays, which, if these fall during the college term, shall be taken at an agreed time during vacations.

**Meals in College:** The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

**DBS Disclosure:** An enhanced DBS Disclosure will be required (Some events at Wycliffe Hall during vacations involve children under 18.)

**Application Process:**
To apply for this post, please send the following:
1. A full CV
2. A covering letter outlining your reasons for applying and demonstrating how you meet the key selection criteria.
3. The names and contact details of two referees

Applications are to arrive by 12 noon on 23 February 2024. Interviews are likely to take place at Wycliffe Hall during the following week.

Please send applications to vacancies@wycliffe.ox.ac.uk.

The job description is correct as of 1 February 2024. It will, however, be discussed between the appointee and the line manager, and may be amended, following consultation, to reflect developments in or changes to the job.