

Maintenance Assistant
St Chad's College

St Chad's is a distinctive, independent college within Durham University. A separate registered charity with its own governing body, its origins date back to 1904 when it was created as a Church of England foundation to enable the ordination of clergy from poorer backgrounds. Today it is a vibrant and progressive academic community, home to over 600 students, including 150 postgraduates. St Chad's welcomes students and staff of all faiths, cultures, nationalities, and educational backgrounds. Its ethos is friendly, traditional, and forward-looking.

St Chad's historic buildings are situated on a World Heritage Site, adjacent to Durham Cathedral. Students and staff live and work side by side, sharing the life of a multigenerational and interdisciplinary scholarly community. The College has a strong tutorial system and is one of very few colleges to have academic research staff based within its community. St Chad's students are high achievers, regularly securing the highest academic results among the Durham colleges. Outside undergraduate term-time, St Chad's runs a full programme of commercial events and conferences.

St Chad's is committed to delivering the highest possible standards of service to all its stakeholders, and we are now looking to appoint two part-time Maintenance Assistants.

The closing date for applications is the 15th August 2021 with interviews to take place shortly afterwards. It is hoped that the successful applicant will be able to commence with the College as soon as possible after the interview.

This is a permanent position with an hourly rate of pay of £10.08

Applications should be sent via e-mail to the Finance & Operations Director, Alistair Jenkins, at chads.bursar@durham.ac.uk

JOB DESCRIPTION

Post:	Maintenance Assistant (2 positions)
Responsible to:	Facilities & Housekeeping Manager
Grade:	3
Salary:	£18,342 (pro-rata)
Hours:	24 per week

Scope of Post

St Chad's College is committed to delivering the highest possible standards of service and customer care, and the role of Maintenance Assistant is a key post in ensuring that this objective is maintained.

The role is primarily one of maintaining and refurbishing College property such that any issues that arise are remedied within an agreed job completion schedule. Reporting to the Facilities & Housekeeping Manager, this entails carrying out routine maintenance tasks as they arise, working unsupervised as well as within a small team.

The College is looking for individuals who are practical and down-to-earth, familiar with most aspects of the building/maintenance trade, and who has knowledge of relevant Health & Safety and building legislation. The individuals will need to be well-organised, self-motivated and able to work as part of a small dedicated team.

It is expected that the role will require a broad range of skills from all trades of the building industry; and consequently training will be available to assist the successful applicant in achieving this multi-skilled requirement. However, preference will be given to candidates with proficiency in at least one of the aspects of the building trade (i.e., electrical, plumbing, building, painting, etc.).

Although predominantly a Monday-to-Friday position, this successful candidate will be expected to adopt a flexible approach to working and in particular to provide occasional cover at weekends and evenings.

General Responsibilities

1. Ensuring the general safety and security of all students, staff, and any visitors who may be impacted upon by the operations of the College
2. Being aware of and complying with all College policies and statutory requirements relating to fire, hygiene, health and safety, accident / incident reporting and security in order to care for yourself and others

3. Identifying and reporting any issues which affect or may cause risk to the Health and Safety or malfunction of the premises, in order that remedial actions may be carried out
4. Being physically capable of maintaining working capabilities needed to fulfil the duties of the post i.e. the ability to work at height, in confined spaces, safe use of the full range of plant and tools of the trade etc.
5. Ensuring all necessary steps are taken to safeguard College property, goods and assets
6. Conducting oneself in a manner that at all times promotes a positive image of the College. In particular, showing discretion, loyalty and commitment to the College to ensure that confidentiality and trust is maintained with students and college visitors.
7. Being flexible, and willing to undertake any non-specified tasks related to the nature of the role and appropriate to the post.

Specific Tasks and Duties:

The College estate is diverse in both condition and age and requires robust routine and remedial maintenance systems to ensure it is safe and presentable to all college users. As part of a team, the Assistant is expected to take a responsible approach to the general building maintenance issues and to take a lead in identifying and repairing issues.

St Chad's College has a rolling programme of refurbishment targeted at improving the residential accommodation. The College has over 170 bedrooms spread across an estate of nine buildings, many of which are listed.

Key duties undertaken in this skilled maintenance role include:

1. Assessing minor refurbishment projects, planning, procuring and delivering agreed project. Such projects could be: the refurbishment of a shower/toilet facility; conversion of unused cellar space into usable space; provision of energy saving technology; roof insulation etc.
2. Emergency repair work to make safe any potential Health and Safety hazards.
3. Undertaking health and safety checks, including, for example, portable appliance testing; routine fire alarm testing; visual checks of fire detection/fighting equipment; resetting trip switches; taking routine measures in the prevention of legionella.
4. Undertaking minor plumbing and heating repairs, including for example: safe isolation of water and electrical supplies; adjusting ball-cocks in toilet cisterns; clearing air locks in heating systems; replacing tap washers/taps; clearing blocked drains and ablutions
5. Undertaking minor joinery tasks, including for example: dealing with lock problems, i.e. releasing, changing, maintaining locks and barrels; adjusting door closers; replacing door furniture and similar

6. Undertaking painting and decorating tasks, including for example remedial filling-in, preparation and redecoration work
7. Undertaking ad hoc tasks including for example: replacing light bulbs, shades, starters; fixing of signs; boarding/taping up of broken windows; hanging curtains and fixing curtain rails.
8. Undertaking basic grounds keeping work e.g. cutting grass, weeding, tidying

Skills and Training Requirement

Basic Health & Safety (inc. First Aid, Manual Handling, Ladder training)
Electrical Awareness (inc. Resetting Electrics, PAT Testing)
Basic Computing (inc. IT Skills, AV Equipment)

Person Specification

Essential

A minimum of five years' experience in the building or associated trades.

A recognised and registered CITB apprenticeship or an advanced Craft Certificate in one of the trades of the building industry.

A range of handyman skills including the ability to use and operate the usual range of tools and equipment associated with the trade.

Experience of implementation of Health & Safety Policies.

A friendly pro-active approach (a 'can do' attitude), including the willingness to work as part of a team covering the requirement to attend College when "called out" to attend an emergency issue.

Ability to prioritise work.

Flexible approach to working.

Ability to work unsupervised and to make decisions accordingly.

Being able to interpret work to be undertaken from routine instruction, drawings and specifications.

Estimating material requirements and where necessary arranging for delivery or collection.

Desirable

Experience of working on listed buildings with traditional methods and materials.

PC literate.

Experience of working to tight and specific deadlines.

To hold a full and clean driving licence.

A qualification attributable to the building trade such as:

City & Guilds 2356 NVQ Level 3 certificate in Electrical Installation

City & Guilds 6217 Painting & Decorating

NVQ level 2 in Joinery and Carpentry

City & Guilds Multi Skills (Construction)

Outline Terms and Conditions:

The post holder is based at 18 North Bailey opposite Durham Cathedral

This post is a part-time (24 hour) role, with a working week of Monday to Friday. The normal working day is 08.00 until 16.00, however flexibility is required as the role includes providing cover when required on evenings and weekends.

Holiday entitlement is 27 days plus eight public holidays (pro-rata for part-time staff).

However it will be necessary for there to be restrictions on dates of holidays being taken due to peak work periods relating to access during student vacation periods.

The post holder can opt to join the Durham University Pension Scheme into which the College make a contribution.

For further information please contact the Finance & Operations Director, Alistair Jenkins, via e-mail at chads.bursar@durham.ac.uk.