

MAINTENANCE TECHNICIAN

FURTHER PARTICULARS OF THE JOB

JOB DESCRIPTION

Job Title: Maintenance Technician

Department: Maintenance (part of Home Bursary)

Main Purpose of Job:

To work as part of the Maintenance Team and provide a high standard of both painting and maintenance proactively and reactively for the College.

Relationships:

1. Reports to: Estates Manager.
2. Liaison with: Staff/Students/Fellows/Accommodation Office/Catering and Events Department/Maintenance/Lodge/Grounds/Outside Agencies/Contractors/Suppliers

Main Tasks of Job

Maintenance:

- Internal and External painting and decorating tasks of Wolfson College site and its properties.
- Assisting in the production and maintenance of an annual decoration programme as well as informing on materials etc.
- Keeping paint store room and workshop clean, tidy and organised.
- Carrying out reactive repairs to the college buildings and grounds.
- Carrying out minor reactive works for the College (i.e., electrical, plumbing, carpentry etc).
- Carry out planned preventative maintenance work as per a schedule developed by the Estates Manager.
- Carry out small installation and project work with other members of maintenance team as directed.
- Being proactive while onsite, and reporting any issues with gutters, walk ways, stairs, buildings general condition, etc to the Estates Manager.
- Carry out any other required maintenance duties and assist and support any member of the maintenance team as needed
- Participate in the College's out of hours emergency call out rota (approx. 1 in 4 weeks).
- Any training required will be facilitated.

Other duties:

- Assist with the weekly Fire Alarm testing tasks, as well as termly fire drills and act as a Fire Warden.
- Complete scheduled inspections and tests as per safety culture assigned tasks.
- Provide help and support to other college departments, working closely with Housekeeping Team, Grounds Team and Accommodation Office
- Attend necessary in-house or external training as required
- Use the College radio system to keep in contact during working hours.
- Promote and use best practices to protect the environment, i.e. recycling and managing waste in the correct manner, keeping landfill waste to a minimum.
- To ensure that all personal, sensitive and confidential information and documentation to which the post holder has access and for which he/she has responsibility is safeguarded and updated in line with the requirements of the General Data Protection Regulation (GDPR) and the College’s Data Protection Policy, and to ensure that such information is not disclosed to any unauthorized person.
- To support college with events outside of the normal working week if required (prior agreement with Estates Manager).
- Any other duties as requested by the Estates Manager.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education • Computer skills • Trade qualification (NVQ / City & Guilds or equivalent). 	<ul style="list-style-type: none"> • Trade / maintenance qualification – preferably electrical / plumbing • Fire Marshall certificate • First Aid Qualified • Decorator qualification.
Knowledge	<ul style="list-style-type: none"> • A general understanding of decorating / painting. (Tiling, painting etc) • A general understanding of maintenance i.e., basic plumbing, carpentry and electrics • An understanding of COSHH and H&S regulations and practices 	

Skills and abilities	<ul style="list-style-type: none"> • Availability to participate in the out-of-hours callout rota • Ability to carry out repairs to domestic properties • Good communication skills with the ability to build positive relationships with people 	
Work Experience	<ul style="list-style-type: none"> • Experience carrying out all manor of decorating, minor electrical, plumbing works. • Experience of carrying out reactive and proactive maintenance in a similar environment. • Experience in managing relationships with contractors, tenants/students 	Experience of working within an educational institution
Personal Qualities	<ul style="list-style-type: none"> • Well organised, with the ability to work well in a team and with minimal supervision • Calm and composed demeanour • Flexible and collaborative attitude to duties • Willingness to take personal pride and responsibility for standard of work carried out 	<ul style="list-style-type: none"> • Commitment to self-development

TERMS AND CONDITIONS:

Appointment:	The post is available as soon as possible thereafter. It is full-time and permanent with three months' probation.
Hours:	<p>Working hours are 42 hours per week, normally from 7:30 am to 4:30 pm Monday to Thursday and from 7:30 am to 4:00 pm on Friday, and such hours as are necessary for the proper performance of duties. Some flexibility around start and finish times may be possible with prior approval of your line manager.</p> <p>There is an unpaid 30 minutes' lunch break.</p> <p>The Maintenance Team participate in an on-call rota, which requires availability during out of work hours for one week in a month on average, and for which additional payment is made (currently £137.65 per call-out week or £1,651 per annum).</p>
Annual Leave Entitlement:	39 days <i>pa</i> including Bank Holidays, some of which you may be required to work. time in lieu will be given on such occasions. The holiday year runs from 1 October to 30 September.
Salary and Benefits:	<p>The starting salary for the 42 hours' week is £28,578 per annum.</p> <p>This includes a basic salary of £26,848 per annum and the Oxford Weighting of £1,730 per annum.</p>

	<p>The Oxford Weighting element is not subject to any general increases to base salaries implemented on 1 August each year. Instead, the Oxford Weighting is reviewed regularly through an internal process. Following a review, the Oxford Weighting may be increased, reduced, cancelled, or may remain unchanged.</p> <p>Benefits include: Free lunch within allowance while on duty, free parking (subject to availability), attractive workplace pension scheme.</p>
Notice period:	1 week during probation, 3 months thereafter.
Other conditions	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the UK GDPR and Data Protection Act 2018, and the College's Data Protection Policy which can be found on the College's website at www.wolfson.ox.ac.uk/policies/data-protection-policy.

APPLICATION:

Applications should be sent by post to HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to recruitment@wolfson.ox.ac.uk and should include:

- an application form completed in full
- a covering letter which explains why you are interested in this post, why you are a suitable candidate and why you are leaving your current job (if applicable)

Your application should be sent as an attachment in a Word or PDF format.

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

The closing date is midday on Monday, 9 March 2026. Applications will be assessed as they are received.

As part of the recruitment and selection process selected candidates may be invited to spend around 2 hours in the Maintenance Department.