



MAGDALENE COLLEGE
CAMBRIDGE



Maintenance Team Leader

Candidate Information Pack

February 2026

About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at www.magd.cam.ac.uk.

Magdalene College Values

Magdalene's greatest asset is its people: a resident community of nearly 800 students, Fellows, and staff.

The College's core values are **'freedom of thought and expression'** and **'freedom from discrimination'** and it encourages its Fellows, staff, students and visitors to engage in robust, challenging, evidence-based and civil debates as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful.

Magdalene College expects that you will:

- Treat all members of the College (including all staff, partners, students, fellows and visitors) with respect, courtesy and consideration at all times.
- Behave professionally and expect professional behaviour from others in the community (including all staff, partners, students, fellows and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.

College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1600 per year for those working in College 5 days a week.

Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers. Staff are also able to apply to use the subsidised nurseries run by the University of Cambridge.

Benefits

The college offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.
- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12%.
- Eye tests with Specsavers.

Department Information

Working Conditions

Which statement best describes the environment in which the role will primarily be based?

Exposed to risks through the use of chemicals, equipment, lone working or night working. Follows documented processes to reduce risks to self or others.

Physical Requirements

Which statement best describes the physical demands of the role?

Short periods of physically strenuous activity where there is no method, tool or adjustment that would reduce the frequency, or duration of the task (lifting, carrying, working in constrained spaces)

Sensory Requirements

Which statement best describes the sensory demands of the role?

Uses tools/ equipment requiring the use of dexterity and/ or precision in order to complete a specific task

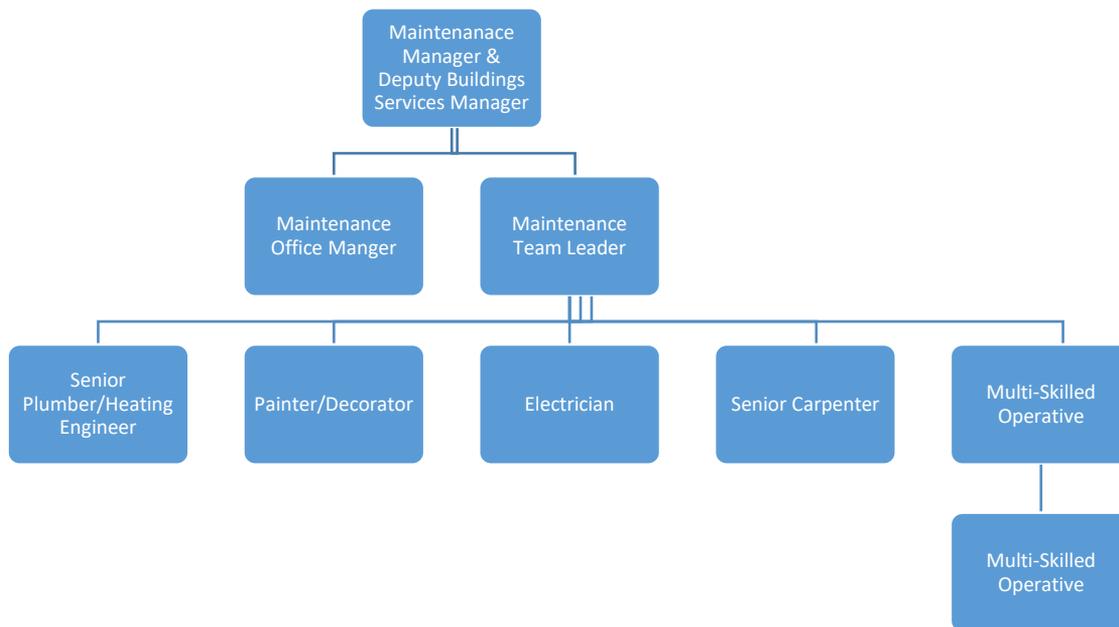
Role Summary

The College is looking to appoint a Maintenance Team Leader to work within the Maintenance team to support the effective upkeep and improvement of its buildings, infrastructure, and systems. Reporting to the Maintenance Manager, the post holder will play a key role in coordinating the day-to-day operations of the maintenance team. This includes task delegation, quality assurance, and oversight of small to medium-sized projects, both in-house and contracted. The role is hands-on, and a background in a relevant trade would be advantageous. The successful candidate will demonstrate strong attention to detail, excellent planning skills, and a collaborative approach to team leadership. They will also liaise with

external contractors to ensure work is scheduled and completed efficiently.

Responsible to: Buttery Manager

A brief organisation chart is given below:



Job Description

Main Duties and Responsibilities

The main duties of the post include the following (this list is not exclusive):

Reactive Repairs and Maintenance

- Plan and delegate tasks to in-house staff and approved contractors.
- Set daily work schedules using the College's repair request system.
- Ensure efficient resolution of day-to-day repairs with minimal disruption.
- Respond promptly to unforeseen issues.

Planned and Preventive Maintenance

- Collaborate with the Maintenance Manager on planned works.
- Schedule work to avoid disruption to academic and residential life.
- Manage outsourced maintenance activities to ensure quality and timeliness.
- Maintain records of statutory inspections and tests.
- Supervise project areas and allocate tasks to staff.

Health & Safety

- Ensure compliance with all H&S legislation and College procedures.
- Maintain and improve systems such as Risk Assessments, COSHH, PAT, and Asbestos protocols.

- Schedule statutory inspections and remedial works.
- Induct contractors and ensure documentation is in place.

Administration

- Deputise for the Maintenance Manager when required.
- Monitor team performance and manage workshop stock.
- Attend relevant meetings and maintain accurate records.
- Uphold confidentiality and lead by example.

Person Specification

The following criteria are appropriate to this post:

Essential Knowledge & Experience

- City & Guilds Level 3 or NVQ3 in a trade.
- Proven supervisory experience.
- Strong communication and organisational skills.
- Demonstrates good motivation and the ability to work productively both independently and as part of a team.
- Knowledge of heating systems, BMS, and access control.
- Experience with MS Office and maintenance ticketing systems.
- Understanding of H&S procedures and statutory obligations.
- Customer service experience in a maintenance setting.



Desirable Skills and Abilities

- Multi-trade experience.
- Experience in historic heritage buildings.
- Awareness of sustainability and carbon reduction.
- PASMA trained.

Remuneration and Benefits

Remuneration

The post is offered at a salary of up to £41,570 per annum (point 39 on the Magdalene College pay scale) depending on qualifications and experience.

Hours of Work

The hours of work are 40 hours per week.

Holidays

The College offers full time members of staff 25 days leave a year, excluding bank holidays. This is pro-rata for those who are not full time.

Pension

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

Probationary and Notice Period

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be two months.

How to Apply

Please download and complete both parts of the application form from the College website at <https://www.magd.cam.ac.uk/about/vacancies/non-academic-vacancies>.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is:

HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries

Further enquiries about your application may be made by email to hr@magd.cam.ac.uk.

The closing date is 9am Tuesday 3rd March 2026. However, we may interview applicants prior to this date.



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