Maintenance Multi Skilled Operative

Candidate Information Pack

September 2022
About us

Magdalene College is one of 31 Colleges in the University of Cambridge and was re-founded by Thomas, Lord Audley in 1542. The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building, one of the more attractive in Cambridge. The College is home to a community of some 80 Fellows and 500 students, around 450 of which are housed in College-owned or College-managed accommodation. The College employs around 110 staff.

The College exists to provide and promote undergraduate and graduate education within the University of Cambridge, and also to provide and promote academic research. In support of these objectives, the College has various permanently endowed trust funds held for special purposes in connection with the development of College facilities, for scholarships and bursaries and for other educational purposes.

Further information is available from the College’s website http://www.magd.cam.ac.uk/

Role Summary

The Maintenance Department comprises a small in-house team providing a day to day maintenance service to buildings within the College’s main site and adjacent College-owned properties.

This varied role assists the small in-house team of trade’s people (plumber, electrician, carpenter, and painter) providing day to day maintenance services to College buildings.

To post holder will support the Head of Building Services in providing multi-skilled maintenance assistance to all members of the College and to ensure that maintenance and repairs to the College properties are completed to a high standard at all times. The Multi Skilled Operative is responsible for the upkeep of all the internal and external areas of the College and proactively identifies areas requiring attention and improvement.

Responsible to: Head of Building Services
Job Description
Main Duties and Responsibilities

To carry out works utilising building trades materials. Work would typically include the following:

- Assist with helpdesk tickets carrying out repairs utilising building skills which include: decorating, carpentry, tiling, minor electrical repairs.
- Plumbing - Unblocking sinks, drains and sanitary appliances, cleaning shower heads, checking water temperatures and minor plumbing repairs.
- Electrical - Replacing lamps and fuses, cleaning extractor fans, testing fire alarms and emergency lighting.
- General building - Small scale brickwork/plaster repairs, ceramic tiling, mastic, replacing missing cobbles, fixing loose paving and cleaning of low level guttering and attending to minor repairs. To assist other trades and contractors where necessary.
- General –
  - Taking regular and routine meter readings across the College site and adjacent properties.
  - Collecting and off loading supplies of trade materials.
  - To collect refuse bags from outside College buildings and transfer them to refuse bins.
  - To ensure outside signs, walkways and paths are visible, clean and safe.
  - Provide out of hours call out service and overtime as necessary.
  - To carry out such duties as may be required by the Head of Building Services or their Deputy.

The Multi Skilled Maintenance Operative will also:

- Report any faults, defects or any other problems observed during the course of work by raising a request on the OS Ticket system so that these can be remedied as quickly as possible
- Be customer focused by delivering excellent customer service with an informed, friendly and active approach
- Maintain good working relationships and effective liaison with all Departments, students and fellows of the College regarding maintenance queries
- Attend training when required
- Support and assist in ensuring that all work carried out by the Maintenance Department comply with the Health and Safety at Work Act.

Specific Requirements

- The post will involve manual handling and working from ladders, steps and scaffolding.
- Magdalene College work wear will be provided and must be worn.
- All works must be carried out in accordance with the College Health and Safety Policy.
- A full clean driving license is required to enable to post holder to collect materials.

Person Specification

Knowledge and experience

1. Advanced knowledge of a building trade – electrical, mechanical, carpentry or decoration.
2. Experience of general maintenance including minor plumbing and electrical work
3. Knowledge of basic building construction and decorating techniques
4. Knowledge of safe working practices

Personal skills and abilities

1. The ability to use initiative to get things done
2. To be physically fit with the ability to lift and carry heaving items and climb ladders
3. A proactive attitude, conscientious, hardworking and reliable
4. To understand verbal and written instructions in English
5. The ability to work as a ‘Team Player’
6. To keep calm under pressure and deal with interruptions appropriately
7. To live within reasonable travelling distance, and a full driving licence

Remuneration and Benefits

Remuneration
Up to £25,852 per annum dependent upon skills, abilities and experience.

Ongoing Professional Development
Magdalene College is supportive of ongoing professional development. It is a priority for all team members to value and enjoy keeping up to date with industry developments and examples of excellence.

Hours of Work
The hours of work are 40 hours per week, starting early in the morning.

Holidays
The College offers full time members of staff 33 days leave a year, including 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 contributionary options on completion of probationary period

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 Cyclescheme, 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 £5.90 per day.

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 recently introduced by the government to replace Childcare Vouchers

Probationary Period/Notice
The post is subject to a probationary period of 6 months. The notice period (once probation is passed) is one month. This role involves working in student rooms and during the summer school period children may be resident. As such the post holder will be required to undertake an enhanced DBS check (funded by the College).
How to Apply

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

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 the HR Manager, Hannah Millward on hr@magd.cam.ac.uk