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, and the award-winning New Library. 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.

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

Department Information

The College has numerous buildings on and around Magdalene Street. These comprise of student and Fellow accommodation, offices and conferencing facilities. The buildings are therefore used for social and public gatherings as well educational purposes. The College also owns a number of properties which are leased for commercial use. Many buildings within the College Estate are grade 1 listed resulting in significant responsibilities and challenges for their maintenance and safety.

Role Summary

Reports to: Maintenance Manager

Purpose of Job: The Maintenance Operative is required to work as part of a team engaged in the upkeep and maintenance of the College estate. The postholder will have specific responsibility for assisting in the monitoring and maintenance of our buildings and systems and will be expected to promote a culture of safe working practices across the College.

Job Description

Main Duties and Responsibilities

To ensure all work is carried out with due regard to the Health and Safety at Work Act, the College Health & Safety Policy and all relevant current health and safety legislation.

- To undertake checks and testing in accordance with relevant legislation and keep appropriate records.
- To monitor, and keep up to date, the maintenance ticketing system, assigning relevant tickets to yourself, or appropriately delegating to others. Working with the Maintenance Manager and other colleagues, to ensure tickets are assigned the correct priority and that works are undertaken within the specified time frames.
- To ensure college guidelines are followed before entering Student, Staff or Fellows rooms.
- To work from ladders, steps and scaffolds as required.
- To assist contractors and other trades as and when required and as directed.
The post holder will be required at all times to carry a means of two-way communication when on duty.

To ensure that all records relating to services and appliances are properly completed as required.

To ensure that all working areas under the post-holder’s responsibility are kept in a secure, clean, safe and tidy condition.

The post-holder will also be expected to carry out other minor works, alterations, refurbishments and installations as required, including to assist other members of the team as and when required including the moving of furniture, rubbish, etc.

Any other reasonable duties as may be requested by the Maintenance Manager.

Specific Responsibilities:

- To ensure that all work carried out within the College premises conforms to current Regulatory requirements. Reporting any non-conformances for corrective action.
- To ensure that all equipment for which the post-holder has responsibility is securely stored and properly maintained.
- To liaise with contractors engaged to work on the College services, plant, fixtures and fittings as required.
- To take responsibility for any nominated PPM work.
- To use powered hand tools and workshop machinery where individual qualifications and competencies permit.
- Undertake a range of work in a team or autonomously, adhering to quality standards and timescales.
- Take direction from College trades as necessary.

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 a Standard DBS check (funded by the College).

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the post holder and their line manager. The post holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

**Person Specification**

Without being too prescriptive, it is expected that the successful candidate will have broad range of relevant sector experience, skills and knowledge to carry out the role successfully.

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<th>Essential Criteria</th>
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<tr>
<td><strong>Knowledge and Experience</strong></td>
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<tr>
<td>• NVQ Level 2 or equivalent in a building trade – electrical, mechanical, carpentry or decoration.</td>
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<td>• Experience of general maintenance including minor plumbing and electrical work.</td>
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<td>• Knowledge of basic building construction and decorating techniques Knowledge of safe working practices.</td>
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<td><strong>Personal Qualities/Attributes</strong></td>
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<td>• The ability to use initiative to get things done.</td>
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<td>• To have the ability to lift and carry heavy items and climb ladders.</td>
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<td>• A proactive attitude, conscientious, hardworking and reliable.</td>
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<td>• To understand verbal and written instructions in English.</td>
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<td>• The ability to work as a ‘Team Player’.</td>
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<td>• To keep calm under pressure and deal with interruptions appropriately.</td>
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<td>• A full clean driving license is required to enable to post holder to collect materials.</td>
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Remuneration and Benefits

Remuneration
The salary range is £25,000-£27,263 a year subject to experience and qualifications.

Hours of Work
The post is full-time, 40 hours per week working Monday to Friday.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays.

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

College Facilities for Staff
Staff are able to use the College student 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, booked through the Porters’ Lodge.

The College has a social committee which 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 introduced by the government to replace Childcare Vouchers

Probationary Period/Notice
There will be a six-month probationary period. The notice period will be one month.
**How to Apply**

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

**Closing Date**

Please submit your application by Monday 16 October 2023.