Magdalene College  
CAMBRIDGE  

Maintenance Office Manager  
Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. There are about 500 junior members of whom approx 330 are undergraduates and 170 are postgraduates. There are 40 Fellows, headed by the Master, who make up the Governing Body of the College and also 13 Research Fellows.

On the non-academic side, there are approximately 105 employees in all, split between the various departments of the College, including Porters, Domestic staff, Maintenance, Conference and Catering, College Office and Tutorial staff.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

The Maintenance Department

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.

Purpose of the job: Reporting to the Head of Building Services, the Maintenance Office Manager is responsibility for managing the day to day administration of the Maintenance Department.

The Head of Building Services is the College Health and Safety Officer, the Maintenance Office Manager is the Health and Safety Administrator. The post holder will be an excellent administrator with exceptional organisational skills and the ability to communicate effectively with a range of people.

Responsible to: Head of Building Services
Main Duties and Responsibilities

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

Office Management
- Ensuring the smooth running of the Maintenance Department, developing work systems and procedures as necessary.
- Collate information and write summary reports for committees and team reviews.
- Support the team with the ordering of materials, ensuring the best value is achieved.

Reactive Maintenance Team
- Logging maintenance requests, printing off job tickets and ensuring the maintenance operatives have all the relevant information.
- Effective communication with students, Fellows and staff when maintenance requests are received. Keeping them updated on the progress.
- Schedule, monitor and keep accurate records of all servicing activities:
  - Emergency light tests
  - PAT tests
  - Ladder inspection
  - Gas safety inspections
  - Gas and electricity meter readings
- Ensure that the College’s information is up-to-date on the SystemLink software.

Health and Safety Administrator
- Carry out Health and Safety inductions for new staff and maintain accurate record of inductions.
- Administer, log and securely store health and safety incident reports.
- Prepare reports for the Health and Safety Committee.
- Other administrative duties related to Health & Safety and Fire precautions and procedures.

Other
- Working closely with the Head of Housekeeping, Accommodation Co-ordinator, and Conference Department to ensure that rooms are booked for planned maintenance works, and that works are keeping to schedule.
- Other duties and administration appropriate to the nature of the post required by the Head of Building Services and/or the Deputy Head of Building Services.
Person Specification

The following criteria are appropriate to this post:

Knowledge and experience

1. Experience of working in an office environment, ideally with experience of managing a busy office where unexpected tasks requiring attention can arise.
2. Confident IT user, with experience of Microsoft Office.
3. Experience of drafting letters and reports
4. Experience of working to budgets and coding invoices.

Personal skills and abilities

1. An organised and efficient approach to running an office, including an ability to communicate clearly.
2. The ability to use initiative to get things done.
3. The ability to multi task and switch between competing priorities when managing a reactive Maintenance Office.
4. A proactive attitude, conscientious, hardworking and reliable.
5. A willingness to take a hands on approach.
6. The ability to work as a ‘Team Player’.

Salary and Conditions

- The post is full-time (40 hours per week), at a salary of £28,800 per annum.
- 25 days annual leave a year (excluding Bank Holidays).
- Other benefits include a free lunch when on duty (non-contractual), a generous contributory pension scheme, Cycle to Work scheme, and the use of College sports facilities.
- There will be a six month probationary period.
- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

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