Maintenance Office Manager

Candidate Information Pack

March 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/](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.

The Maintenance Office Manager is responsibility for managing the day to day administration of the Maintenance Department. This involves a range of tasks from basic administration such as data entry to revising processes, ensuring they are fit purposes.

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. The post would suit someone who is willing to deal with detailed tasks and is also able to see the bigger picture and embrace refining and redesigning processes and procedures.

**Responsible to:** Head of Building Services
Job Description

Main Duties and Responsibilities

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:
  o Emergency light tests
  o PAT tests
  o Ladder inspection
  o Gas safety inspections
  o 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

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’.
Remuneration and Benefits

Remuneration
£28,800 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. You are encouraged to attend webinars and seek out other professional development literature and events, sharing best practice with the whole team.

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.
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.

Closing Date
Friday 1 April 2022 at 9.00am

Interviews
To be confirmed