



The OXFORD UNION SOCIETY

Maintenance Person

Full Time (40 hours per week, including meal breaks), starting September 2022

Salary £30,000 - £34,000

Closing date Mon 8th August 2022

Interviews Tues 16th August 2022

The Oxford Union Society is entering a period of growth and renewal as we look forward to celebrating our Bicentenary in 2023. We have a collection of Grade II* and Grade II listed buildings in central Oxford which require a sympathetic, committed and multi-disciplined maintenance person to care for them. We are undertaking a strategic review of our buildings which will result in a long-term restoration programme and where possible adaptations to make them fit for the future while provide greater access. This is an exciting time to join the team which will provide an opportunity to be a part of some major projects, providing interesting work and valuable experience within heritage conservation in an inspirational setting.

For further details, including application details, please see below. Applications are particularly encouraged from women, ethnic minorities, disabled and other groups with a protected characteristic who are currently under-represented on the Union's staff.

The Post

We are the custodians of a series of incredible Victorian buildings. Buildings on our central Oxford site have taken place in three distinct phases: The original buildings date from the 1850's, are Grade II* listed and house the world famous Pre-Raphaelite murals in the Old Library which was the original debating chamber. The Debating Chamber was completed in 1878, is Grade II* listed and remains the largest purpose-built debating chamber in Europe. The final phase of building in the Gothic style dates from 1910/11 and provides an additional library, dining room, and administrative areas.

The Maintenance person must be capable of working independently and reports directly to the Deputy-Bursar and, ultimately, the Bursar. The post requires working proficiency across trades akin to a handyman with additional responsibilities and duties for health and safety compliance and contract liaison with third parties to ensure servicing and maintenance schedules are completed. Previous experience of maintenance within a heritage environment would be an advantage.

Main Duties

The main duties of this post are to:

1. **General Maintenance:** Perform regular maintenance and upkeep of the estate as required
 - a. Ensure planned tasks as detailed in the building maintenance plan are completed in a timely and cost-effective manner.
 - b. Work with the Bursar and Deputy-Bursar to develop the plan as and when required
 - c. Painting and redecoration of areas as required
 - d. Window and door maintenance and repairs
 - e. Basic furniture repairs
 - f. Basic electrical maintenance
 - g. Basic plumbing maintenance
 - h. Gutter and drain clearance
2. **Routine checks and record keeping**
 - a. Weekly, Monthly and Annual H&S checks, testing and record keeping in line with plan
 - b. Weekly, Monthly and Annual Fire checks, testing and recording keeping in line with plan
 - c. General housekeeping ensuring fire escape routes are free from obstruction
 - d. Liaising with third parties to book servicing of equipment and updating records as required
 - e. Reporting to the OUS H&S board monthly to review incidents and near misses, engaged with finding and implementing solutions
 - f. PAT testing of all electrical equipment and associated record keeping
 - g. Emergency light testing
 - h. Ensuring fire and H&S signage is in good condition and serviceable, repairing or replacing where required
3. **General Duties**
 - a. Responsible for the condition, cleanliness and stocking of the workshop
 - b. Assisting in set up and clear down of rooms, etc... where necessary
 - c. General appearance and presentation of the site
 - d. Lawn mowing, basic gardening tasks and courtyard cleanliness
 - e. Any other tasks as requested by the Bursar and Deputy-Bursar
 - f. Either hold a qualification or willing to attend training to become a first aider at work

Person Specification

Essential:

1. Demonstrable multi-trade experience
2. Ability to work independently without supervision and as a part of a team
3. Effective communicator at all levels
4. Organised and efficient
5. Willingness to undertake training where required
6. A positive attitude

Desirable:

1. An interest in conservation and the care of historic buildings
2. Management of contractors and sub-contractors on a day-to-day basis

Please note that this is a physically demanding role located in a Grade II* and II listed buildings, it will require at times moving heavy objects (full training given as part of induction package), working at height and working with tools capable of creating noise, vibration and dust. The buildings are currently only accessible via stepped access and although we will seek to make accommodations wherever possible, good physical mobility is required.

Conditions of Employment

This post is full-time (40 hours per week, including lunch breaks) and subject to a probationary period where your suitability will be assessed further. A degree of flexibility is required and can be accommodated by mutual consent to cover deliveries, contractors and personal life. The Union is generally closed for two weeks at Christmas, a week at Easter and two weeks in the Summer. In addition the post holder will have 10 days' elective holiday entitlement, totalling 30 days plus 8 bank holidays. These elective days must be taken during the University vacation period and by arrangement with the Bursar. You will also be automatically enrolled in our contributory pension scheme and entitled to free lunch (to a fixed value) during University term time when the kitchen is open.

Applications

Applications consisting of CV with covering letter and the names of two referees, whom we may contact in the event that you are shortlisted, should be emailed to careers@oxford-union.org with the subject 'Maintenance Person Application'.

In accordance with its Equality Policy the Oxford Union is strongly committed to being an open, diverse, and inclusive society and to ensuring that decisions on the recruitment, selection, and any promotion of staff within the Union are consistent with this policy.

As part of that commitment to ensure that those who are employed by, or seek employment at, the Oxford Union Society are treated equally and that we treat equally all applications and avoid any discrimination involving 'protected characteristics' under the Equality Act 2010, we therefore invite all applicants for employment at the Oxford Union to complete and submit an equality monitoring form, [found here](#). This will be processed separately from your application on an anonymous basis and will not be visible to those involved in making decisions on the appointment.

Please also complete and submit the Equality Monitoring Form separately to the same address with the subject 'Maintenance Person, Equality Monitoring'.

The deadline for applications is Monday 8th August 2022 with interviews and written tests held on Tuesday 16th August 2022.