



<b>Job title</b>	<b>Multi-Skilled Maintenance Operative</b>
<b>Responsible to:</b>	Head of Facilities
<b>Place of work</b>	Sidney Sussex College, Cambridge and all associated property and sites
<b>Salary:</b>	Points 29 – 33 on the University's single salary spine. Salary progression within this range is discretionary.
<b>Hours:</b>	Permanent, full-time post; 37.5 hours per week. Some overtime and occasional weekend working may be required. Participation in the on-call service is required.
<b>Holidays:</b>	33 days (inclusive of Public Holidays)
<b>Pension scheme:</b>	The College offers membership of a contributory pension scheme provided by the Universities Superannuation Scheme (USS). Subject to age and earnings level, you will be auto enrolled into this scheme and you retain the right to opt out.

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### Job Summary

Reporting to the Head of Facilities, you will provide maintenance services for the College to a high standard. You will have practical knowledge and skills in all aspects of maintenance along with good organisational abilities. You will be pro-active, hands-on and be responsive to the needs of the College, its visitors and staff.

### Key Responsibilities

- To carry out maintenance, repairs and improvements throughout all college property/
- To follow and complete instructions issued by the Head of Facilities and senior line management.
- To provide planned preventative maintenance as well as contribute to the call-out service operated by the college.
- To deal with blockages in drains and general plumbing works.
- To plan and arrange procurement of all relevant materials in a cost effective manner.
- To work as part of the call-out team providing relevant emergency works out of normal working hours.
- To maintain up to date electronic records of all work carried out.
- To ensure all work is carried out safely and securely, meets industry standards and is executed within health and safety regulations.
- To carry out maintenance on mechanical and electrical equipment as required.

**General Responsibilities**

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

The above is not an exhaustive list of duties. 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

	Likely to include	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> <li>• Industry approved qualification in an area of maintenance such as NVQ level 2 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• First Aider</li> <li>• Fire safety training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous practical experience of trade or general maintenance/building works</li> <li>• Knowledge of Health and Safety practices and compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a wide range of basic skills including plumbing, electrical, carpentry and masonry work</li> <li>• Experience of working in an educational environment</li> </ul>
Skills/Knowledge Training	<ul style="list-style-type: none"> <li>• Excellent safety awareness</li> <li>• Excellent planning and organisational skills</li> <li>• Ability to prioritise effectively</li> <li>• Ability to work to deadlines</li> <li>• Good IT skills</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to work as part of a team</li> <li>• Ability to work on own initiative</li> <li>• Able to work at heights using ladders and tower scaffolds</li> <li>• Possess a full driving licence</li> </ul>	
Personal attributes	<ul style="list-style-type: none"> <li>• Quality focus – is reliable, and sets and delivers to high standards of quality and professionalism.</li> <li>• People focus – actively seeks to understand and respond to needs of others, including customers, staff and College leadership</li> </ul>	

	<ul style="list-style-type: none"><li>• Collaboration – shows appreciation of what collaboration and teamwork can achieve and works effectively and co-operatively with others to achieve desired outcomes.</li><li>• Resilience – remains calm and composed under pressure and is resilient in the face of obstacles.</li><li>• Adaptable – is responsive to change and new ways of thinking, and adapts effectively to change.</li></ul>	
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*Sidney Sussex College is an equal opportunities employer.*

*Updated: February 2024*