



Selwyn College Cambridge

## Maintenance Coordinator

### Job Description

<b>Job title:</b>	Maintenance Coordinator
<b>Department:</b>	Maintenance
<b>Reports to:</b>	Head of Buildings & Maintenance
<b>Working pattern:</b>	Full time, 37.5 hours per week
<b>Contract:</b>	Permanent, subject to probationary period

### Purpose of the role

The Maintenance Coordinator is responsible for the day-to-day administration of the Maintenance Department, and for ensuring health and safety and other legislative compliance.

The Maintenance Coordinator will work closely with all members of the Maintenance Department, and it will be necessary to build good working relationships and have effective communication with Heads of Departments, senior College staff and external contactors.

### Key duties and responsibilities

#### *Maintenance Operations & Works Coordination*

- Maintain and monitor the college reporting database of reactive jobs, ensuring that work is appropriately prioritised and allocated to the relevant trades.
- Oversee the in-house reporting system in conjunction with maintenance staff. Liaise with I.T. Department to develop the system ensuring it remains effective, user-friendly, and provides clear audit trails and communication tools. Work closely with maintenance system users to ensure optimum performance and feedback to clients.
- Maintain an up-to-date schedule of planned and preventative maintenance jobs, working closely with maintenance staff to programme and coordinate project work.

- Maintain a log of compliance-related actions highlighted by Operations Manager and their colleagues, and liaise with the Head of Buildings and Maintenance to assess and prioritise actions on the task list.
- Ensure all monitoring and servicing activities, e.g. emergency light testing, boiler servicing and meter readings, are completed to agreed schedules and accurate records are maintained at all times.
- Support the Head of Buildings & Maintenance in planning and scheduling routine and planned maintenance activities.
- Act as a secondary point of contact for emergency call-outs, taking necessary and appropriate action to respond to each emergency call.

### *Compliance, Health & Safety and Record Keeping*

- Prepare Health & Safety-related documentation (including: risk assessments; manual handling assessments; COSSH assessments; portable appliance testing (PAT)) under the direction of the Head of Buildings and Maintenance, ensuring all documentation is completed and stored in accordance with college policies and procedures.
- Maintain accurate and up to date records to meet legislative and monitoring requirements.
- Investigate issues relating to legislation and regulation as requested, assessing their potential impact on the department and providing informed advice to the Head of Buildings and Maintenance and Operations Manager.
- Ensure awareness of, and compliance with, the College's Accident Reporting Procedure, promoting adherence across the team.
- Supervise the tradesmen in safe performance of their work, ensuring safe working practices are followed at all times and that appropriate personal protective equipment (PPE) is issued and worn where required.

### *Financial, Procurement and Contractor Liaison*

- Obtain competitive quotations from external contractors and suppliers, ensuring value for money. Confirm that all required documentation and approvals are in place before works commence.
- In consultation with the Head of Buildings & Maintenance, procure materials and equipment for the Maintenance Department, ensuring cost effectiveness while maintaining quality standards.
- Review, authorise and code invoices for payment by the Bursary.

- Along with the Head of Buildings & Maintenance, act as a point of contact and provide on-site induction and supervision for visiting contractors.
- Track the Maintenance Department operating budget, proactively liaising with the Head of Finance and Head of Buildings & Maintenance to assign budget allocations and internal transfers.

### *Administration and project support*

- Provide clear, timely, and effective communication between the Maintenance Department and stakeholders across the College, including updates on the status of works, disruptions to services and access requirements.
- Deliver comprehensive administrative support to the Maintenance Department, including holiday and sickness recording and overtime applications.
- Under the supervision of the Operations Manager, provide administrative cover during periods of absence of the Head of Buildings and Maintenance, ensuring continuity of service and decision-making where appropriate.
- Assist with on-site project management activities, including coordinating design elements, materials, workflow, and quality assurance checks.
- Provide administrative support for the annual appraisal process for Maintenance Department staff, scheduling appraisal meetings and collecting and preparing documents to submit to HR in a timely manner
- Liaise with the Accommodation Officer and Housekeeping staff to complete annual room inspections across the College estate, identifying and prioritising recommend redecoration and maintenance works to rooms.
- To undertake any other duties as requested by the Head of Buildings and Maintenance within the scope of the post.

## Requirements for the role

### *Essential skills and experience:*

- Excellent administration, organisational and time management skills.
- Previous experience of working in a maintenance department or building trade, e.g. familiarity with maintenance terminology and health and safety issues.
- Self-motivated, with the ability to work without supervision, and a tolerance of dealing with routine problems.
- Ability to work well under pressure.
- Excellent communication skills, with the ability to interact with members of the Fellowship, Staff, Students, Contractors, and Suppliers.
- Attention to detail to ensure all tasks are completed, deadlines are met and paperwork is processed and passed to other College departments in a timely manner.
- Good standard of education with minimum of passes in English and Maths at GCSE or equivalent.
- Excellent computer literacy using Microsoft Office (Word, Excel, Access and PowerPoint).
- Ability to provide practical solutions to problems.
- Good negotiation skills.
- Customer-focused.
- Polite and well presented.
- Good timekeeping.
- Ability and willingness to learn new skills and undertake any training deemed relevant to the post.

### *Desirable skills and experience:*

- Previous experience of working in an educational environment or housing association.
- A willingness to continue personal development and acquire new skills and experience.

*If you do not meet all the criteria, don't be deterred from applying if you feel this role is for you. You may have other relevant skills and experience which would prove valuable in this role.*

Where you fit in the structure:

