



Selwyn College Cambridge

Maintenance Operative

Job Description

Job title:	Maintenance Operative
Department:	Maintenance
Reports to:	Head of Buildings & Maintenance
Working pattern:	Full-time, 37.5 hours per week
Contract:	Permanent, subject to probationary period

Purpose of the role

To provide assistance to the Head of Buildings & Maintenance and all trades in the Maintenance Department, with a focus on undertaking monthly PAT testing, emergency lighting tests, and water temperature monitoring to an agreed schedule.

Key duties and responsibilities

Main Duties:

- To complete annual Portable Appliance Tests on all College electrical appliances.
- To assist the College Electrician in completing monthly emergency lighting checks.
- To carry out water temperature monitoring and flushing.
- To carry out routine maintenance tasks.
- To collect goods from local suppliers.
- To undertake and assist in any other tasks as reasonably instructed by the Head of Buildings & Maintenance or Maintenance Office Manager to enable the team to complete their tasks.
- To undertake all training deemed appropriate for the role by the Head of Buildings & Maintenance or Maintenance Office Manager. This will include health and safety courses.

Health and Safety Considerations:

- Follow health and safety procedures of the College and those specific to the Maintenance Department.
- Complete any H&S training assigned by the College or Head of Buildings & Maintenance.
- Ensure that all tools used are cleaned and put away in the correct and safe place. Tools must not be left unattended around College properties.
- Wear work wear as provided by the College.
- Wear appropriate Personal Protective Equipment for tasks as necessary and as determined by the Maintenance Manager.
- Report any potential hazards around the College to the Head of Buildings & Maintenance.
- Report any faulty PPE to the Maintenance Manager.

Requirements for the role

Criteria	Essential	Desirable
SKILLS		
An ability to work independently or with minimal supervision	X	
An ability to work to deadlines	X	
An ability to work as part of a team to achieve objectives	X	
An ability to comprehend and adhere to all instructions relating to health & safety in the workplace	X	
EXPERIENCE		
Professional experience in maintenance or works setting		X
Previous experience in a similar Higher Education environment		X
Experience or interest in home DIY or similar projects	X	
EDUCATION		
Educated to GCSE standard or equivalent	X	
Certified skills relevant to general maintenance or the trades		X
PERSON SPECIFICATION		
Well-presented with a professional attitude	X	
Team player	X	

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:

