



MAINTENANCE ASSISTANT (Maintenance)

| OVERVIEW | |
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| Job title: | Maintenance Assistant (Maintenance) |
| Responsible to: | Facilities Manager |
| Responsible for: | N/A |
| Working alongside: | Maintenance team members |
| Grade | 2 – St John's College Graded Pay Scale |
| Salary FTE: | £24,531 per annum |
| Contract type: | Continuous, full time (37 hours per week) |
| Working arrangements: | Monday–Thursday: 08:00 – 16:30 Friday: 08:00 – 16:00 |
| Pension: | St John's College Personal Pension Plan |
| Holidays: | 27 days + statutory days + customary days per annum (pro rata) |
| Start date: | ASAP |
| Closing date: | 20 th April 2025 |
| Interview date: | 6 th May 25 |

ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 250 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

JOB SUMMARY AND PURPOSE

The College Maintenance Department carries out preventative maintenance and routine repairs of all College properties. Where necessary work will be carried out by contractors appointed and directed under control of the maintenance department. The departmental roles also include maintaining the grounds within the estate, conducting various checks in line with current legislation including fire, electrical safety and legionella.

The role encompasses four key work areas:

- Conduct basic maintenance
- General duties
- Servicing meeting rooms
- Taking part in an out of hours on-call rota



KEY RESPONSIBILITIES

Maintenance Duties

The Colleges' estate is diverse in both condition and age and requires robust routine and remedial maintenance systems to ensure it is safe and presentable to all college users. As part of a team, you would be required to demonstrate ability to undertake basic DIY maintenance tasks including:

- Undertaking Health and safety checks in accordance with procedures determined by legislation, including for example: portable appliance testing; routine fire alarm testing; visual checks of fire detection / fighting equipment; resetting trip switches; legionella prevention routine measures
- Undertaking minor plumbing and heating repairs, including for example: adjusting ball-cocks in toilet cisterns; clearing air locks in heating systems; replacing tap washers / taps; clearing blocked drains and ablutions
- Undertaking minor joinery tasks, including for example: dealing with lock problems, i.e. releasing, changing, maintaining locks and barrels; adjusting door closers; replacing door furniture and similar
- Undertaking minor painting and tiling tasks, including for example remedial filling-in, tiling, preparation and redecoration work
- Undertaking ad hoc tasks including for example: replacing light bulbs, shades, starters; fixing of signs; boarding / taping up of broken windows; hanging curtains and fixing curtain rails

General Duties

- Escort contractors on site, when required
- Undertaking other general and routine specialist cleaning for example but not limited to:
 - Routine cleaning of extractor fans, smoke detectors and light diffusers; cleaning up occasions of unsocial waste, including bodily fluids.
 - Specific cleaning and disinfecting of external areas (e.g. bin areas / food-related areas)
 - Carrying out the following work in respect of grounds, paths, steps, road, and car parks:
 - Keeping areas free of litter, leaves, etc. and clearing and cleaning of litter bins
 - Clearing snow and gritting pathways, ensuring that salt bins are maintained with sufficient stocks
 - Keeping drains, drain covers, and down-comers clear.

Servicing Meeting Rooms

- Supporting all events in College including room set- up and clearance.
- Re-configuring furniture and equipment as required to facilitate meetings and conference guests.
- Providing basic technical assistance with audio-visual / presentation equipment.

On Call Rota

- To undertake duties as for the on-call rota reacting to maintenance issues. One week in a 4-week cycle.

General

- Maintain a safe and secure working environment, adhering to all relevant Health & Safety measures specific to the workplace.
- Any other tasks as directed by the Facilities Manager and commensurate with the grade.

PERSON SPECIFICATION

| | Criteria | Essential | Desirable |
|----|--|-----------|-----------|
| 1 | Basic numeracy and literacy | X | |
| 2 | Capable of working on own initiative whilst building positive working relationships and working as part of a team | X | |
| 3 | Ability to deal effectively with staff and customers at all levels | X | |
| 4 | Ability to accurately follow instructions both written and oral | X | |
| 5 | Willingness to work flexibly and to develop new methods of working | X | |
| 6 | Knowledge of Health and Safety and safe working practices | X | |
| 7 | Proven experience in property maintenance. Ideally in an educational setting. | X | |
| 8 | The nature of this role requires work of a physical nature and heavy lifting and carrying may be required. | X | |
| 9 | Ability to perform fault diagnostics to implement a range of minor reactive or responsive <u>plumbing and drainage</u> repairs to a satisfactory conclusion. | X | |
| 10 | Ability to use <u>carpentry and joinery</u> skills to complete minor repairs or refurbishment to fixtures, such as doors, windows, frames, worktops, ensuring associated fixtures and fittings are selected, installed or repaired, and working correctly. | X | |
| 11 | Ability to carry out remedial painting and <u>decorating</u> works to a range of surfaces, ensuring the appropriate and safe use of compounds, materials, tools and access equipment | | X |
| 12 | Ability to carry out minor plastering repairs using appropriate materials and surface finishing techniques. | | X |

This role is subject to the successful applicant providing proof of eligibility to work in the UK.



APPLICATION PROCESS

Applications should be by letter or by email with accompanying CV, demonstrating experience of the essential criteria. In addition it should contain the names, addresses, email details and telephone numbers of two referees. All documents should be emailed to: Ian Jackson i.d.jackson@durham.ac.uk.

For an informal conversation, please contact Ian Jackson on i.d.jackson@durham.ac.uk.

Closing date for applications: 20th April 2025

Date for interview: 6th May 25