



# Oxford Centre for Islamic Studies

*An institution for the advanced study of Islam and the Muslim world*

## **Maintenance Technician**

Salary range: £28,437-£32,108 per annum plus benefits

Hours of work: 37.5 hours per week

Location: Marston Road, Oxford OX3 0EE

Applications are invited for this position of Maintenance Technician.

The Centre is seeking to recruit an experienced and enthusiastic team player to support the day-to-day operations of the Centre's Maintenance department.

The Maintenance Technician will be a key member of a small team and will work with the team on all aspects of maintenance of the Centre estate, plant and equipment.

Please send applications by email to [recruitment@oxcis.ac.uk](mailto:recruitment@oxcis.ac.uk), including a CV, a supporting letter evidencing how you meet the person specification and details of two referees.

The closing date for applications is **Friday 23<sup>rd</sup> January 2026**.

## Job Description

### Maintenance Technician

<b>Responsible to:</b>	Senior Maintenance Technician
<b>Responsible for:</b>	Own work
<b>Hours of work:</b>	37.5 hours per week. Normal working hours will be 7.30am to 4.00pm but some flexibility will be required during busy periods (including evening and weekend call-outs)
<b>Salary:</b>	In the range of £28,437-£32,108 per annum
<b>Benefits:</b>	35 days leave per annum, including public holidays Enrolment into OSPS pension scheme Lunches provided during term time Onsite parking

#### Main duties:

##### *Maintenance:*

- Work as part of the Maintenance team to ensure a high standard of site maintenance and safety.
- Carry out routine inspections of plant, machinery and equipment in the Centre, and bringing any problems to the attention of the Senior Maintenance Technician.
- Follow a planned maintenance programme to ensure the regular servicing of machinery and equipment.
- Follow a planned routine for checking and making repairs or adjustments to fixtures and fittings.
- Respond to reports of faults and deal with any maintenance problems within own capabilities.
- Clear gutters, drains, gullies and downpipes.
- Undertake emergency, reactive and proactive maintenance tasks at other Centre properties in Oxford.
- Report any maintenance faults requiring additional support.
- Assist contractors in completing diagnostic and remedial work, referring any issues to the Senior Maintenance Technician as appropriate.
- Maintain the fountains and water features within the Centre, ensuring that they function correctly and are kept clean.

##### *Administration and Monitoring:*

- Maintain Estates associated records and documents.
- Monitor the Centre's Building Management System, ensuring any faults or issues are dealt with in a timely manner.
- Keep all plant rooms clean and tidy.

- Keep the workshop clean and tidy, and ensure that all tools are appropriately maintained and accounted for.
- Provide out of hours cover on a roster basis.
- Any other reasonable task as requested by the Senior Maintenance Technician or other senior member of staff.

### Person Specification

	Essential	Desirable	Assessment stage
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to read, understand and work from drawings and technical specifications</li> <li>• Ability to prioritise and multi-task to meet deadlines</li> <li>• Proven attention to detail</li> <li>• Excellent written and verbal skills (English)</li> <li>• Evidence of the ability to work well in a team</li> <li>• Good computer skills (MS Office)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience, ability and understanding of monitoring plant state and interpreting alarms</li> <li>• Demonstrable knowledge of plumbing work</li> </ul>	<b>Application, interview</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using power equipment, able to carry reasonable loads unassisted and work at height using ladders and tower scaffolding</li> <li>• Demonstrable skillset in all aspects of building maintenance including fault-finding, diagnostic activities and remedial works</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a higher education environment</li> <li>• Proven track record of carrying out plumbing installations and repairs</li> </ul>	<b>Application, interview</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant trade qualifications such as City and Guild, NVQ certificate or equivalent experience or having served an electrical, mechanical or plumbing apprenticeship</li> </ul>	<ul style="list-style-type: none"> <li>• PASMA</li> <li>• IPAF</li> <li>• First Aid at Work</li> </ul>	<b>Application</b>