



MAINTENANCE TECHNICIAN

Applications are invited for this position of Maintenance Technician. The salary will be according to qualifications and experience on the scale £23715-£27131 per annum.

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

The Maintenance Technician will be a key member of a small team alongside the Estate and Facilities Manager and other colleagues and will work with the team to maintain a high standard of maintenance and safety.

Further particulars of the post, which all candidates are advised to consult, may be obtained from the Centre's website at www.oxcis.ac.uk. The closing date for applications is **Friday 3 February 2023**.

Please send applications by email to Hr.Officer@oxcis.ac.uk. You should include a CV, covering letter and details of two references.

MAINTENANCE ASSISTANT

- Responsible to:** Estates and Facilities Manager
- Responsible for:** Own work
- Hours of work:** Weekly hours of work are 35 hours, Monday to Friday, normally between 9am and 5pm, although some flexibility may be required at busy times.
- Salary:** In the range of £23715 - £27131 per annum
- Benefits:** 27 days leave per annum, excluding public holidays; enrolment into OSPS pension scheme; lunches provided during term time (when available); six month probationary period

FURTHER PARTICULARS

JOB DESCRIPTION			
Job Title	Maintenance Technician		
Reports to	Estates & Facilities Manager	Job Status	Full time
<u>Principal Tasks & Responsibilities</u>			
<i>Maintenance:</i>			
<ul style="list-style-type: none"> • Work as part of the Estates Team to ensure a high standard of site maintenance and safety. • Carrying out routine inspections of plant, machinery and equipment in the Centre, and bringing any problems to the attention of the Estates Manager. • Following 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. • Responding to reports of faults and deal with any maintenance problem within own capabilities. • Clearing gutters, drains, gullies and downpipes. • Undertaking emergency, re-active and pro-active maintenance tasks at other Centre properties in Oxford. • Reporting any maintenance fault which needs further support or is beyond capabilities. • Assisting contractors in completing diagnostic and remedial work, referring any issues to the Estates Manager as appropriate. • Maintaining the fountains and water features within the Centre, ensuring they function correctly and are kept clean. • Wearing appropriate Personal Protective Equipment and ensuring the health, safety and welfare of Centre staff, visitors and contractors is not compromised 			
<i>Administration and Monitoring:</i>			
<ul style="list-style-type: none"> • Completion and maintenance of Estates associated records and documents. • Monitoring the Centre's Building Management System ensuring any faults or issues are quickly responded to. • Keeping all plant rooms clean and tidy. • Keeping the workshop clean and tidy, and ensuring all tools are appropriately maintained and accounted for. 			

<ul style="list-style-type: none"> • Moving equipment and furniture as requested, with appropriate assistance if necessary. • Assisting with Fire drills and respond appropriately to the fire alarm. • Provide out of hours cover on a roster basis. • Any other reasonable task as requested by your line manager or other senior member of staff. • Must be a first aider, training can be provided. 	
Passport/visa and/or nationality requirements	Applicants will be asked to provide proof of their right to work in the UK before employment can commence.

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

Background to the Oxford Centre for Islamic Studies

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides full details of the Centre's work, is at www.oxcis.ac.uk.

The Centre Building

The Centre occupies purpose-built premises in Marston Road, Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 54 scholars and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and Diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant to the post.