

PLUMBING TECHNICIAN

Salary range: £31,000 – £33,000 per annum plus benefits

Hours of work: 37.5 hours per week

Location: Marston Road, Oxford OX3 0EE (occasional travel within the Oxford area may be required to our off-site properties)

The Oxford Centre for Islamic Studies is looking for an experienced Plumbing Technician to join its evolving Bursary. This is an exciting time for an experienced plumber to join our Maintenance Team working on a variety of projects both on our main site and across the broad range of off-site properties we manage. We have a range of projects relating to site maintenance and improvement that we are working on.

Working with a small team of Maintenance Technicians, the successful candidate will have a solid background in general plant room maintenance and plumbing installations, as well as a good strong knowledge of general plumbing repairs. Responsible for carrying out routine boiler room checks, temperature monitoring, general plant maintenance, managing our water softener's, ordering and monitoring chemicals and associated stock. A minimum of Level 2 NVQ (or equivalent) in plumbing and heating is required for this post.

A working knowledge of relevant legislation and industry 'best practice', and a methodical and solution-focused approach is desirable. The role will also involve working collaboratively with other departments, supporting and supervising dedicated contractors effectively and efficiently, prioritizing competing demands with the ability to think ahead of issues.

Please send applications by email to 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 **Monday 24th November 2025**.

Job Description

Plumbing Technician

Responsible to:	Senior Maintenance Technician/ Home Bursar
Hours of work:	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)
Salary:	In the range of £31,000 – £33,000 per annum, dependent on experience.
Benefits:	35 days leave per annum, including public holidays; Enrolment into OSPS pension scheme; Free lunches provided during term time; Free parking (when available)

Main Responsibilities

Buildings, Systems and Infrastructure Maintenance

- Maintenance, fault finding, repair, replacement and testing as necessary of existing plumbing elements and/or systems within the Centre as well as our broad range of Off-Site properties within the remit or as limited by your qualifications.
- Installation, testing, commissioning and where applicable certification as necessary of new plumbing elements and/or systems within the Centre and Off-Site properties, within the remit or as limited by your qualifications.
- Assist in collating, maintaining and updating relevant written records and documentation, schematic drawings for future reference and advising the Senior Maintenance Technician and Bursary Administrator of any changes.

Main Duties:

- Ensure all machinery, equipment, tools and materials for maintenance tasks are kept securely stored and well maintained in the relevant plant rooms.
- Carry out routine boiler room checks and assist in monitoring the Centre's BMS on a daily basis, maintaining records and dealing with Alarms/Activations as they occur.
- Support in the Water Management and where applicable support the Compliance Contractor undertaking water testing, legionella checks, shower head cleaning, flushing and temperature checks as and where applicable.
- Undertake reviews of all plumbing work being undertaken by Sub-Contractors on all sites and properties, ensuring good practice and technical requirements are met during installation.

- Undertake and carry out when required emergency repairs and on-going general maintenance work on all the Centers properties.
- Always Adhere to the Centers Health and Safety policies, carrying out duties in accordance with relevant training and instructions. Ensuring that the Senior maintenance Technician/Home Bursar are informed of any potential hazards.
- Ensure that relevant PPE is worn to ensure protection from any chemicals, liquids or flushing that is required to be undertaken in the course of your duties. (e.g. COSHH, DSE) and work within all necessary Risk Assessments related to the Maintenance Department ensuring relevant Contractors comply with the Centre's obligations.
- Maintain and manage the additional plant rooms and service points across the Centre, supporting the various fountains and water features within the gardens.
- Ensure that chemical dosing and cleaning of the fountains is maintained throughout the year, whilst also liaising with the Centre's nominated contractor.
- Ensure that the Centers power tools are used correctly and they are kept in good working order.
- Willing to take a hands-on approach and work collaboratively with colleague on general PPM processes as and when required, subject and depending on operational needs.
- Actively participate in the call out rota and attend emergency call outs as and when required.
- Carry out any other reasonable task as requested by the Home Bursar or other senior member of staff.

Person Specification

Candidates will be assessed based on the criteria set out in the section below and candidates should ensure that their application provides evidence of how they meet these criteria.

- Proven track record of carrying out plumbing installations and repairs with a demonstratable experience and knowledge of plumbing work.
- Qualified to Level 2 NVQ or equivalent.
- Experience of calculating materials required for costing and budgeting for the installation of plumbing and drainage systems.
- Experience in carrying out general maintenance work.
- Ability to use power equipment unassisted (with training as required)
- Ability to work at height.
- Willing to work as both a team member as well as a lone worker as and when required
- High degree of drive and motivation to deliver high standards.
- Ability to work calmly under pressure to tight timescales, and ability to prioritize effectively and to multi-task.
- Good organizational skills with attention to detail.
- Willingness to be flexible with hours worked and able to work outside normal working hours in line with Centre requirements.
- Ability to build good working relationships and to establish a collaborative style of working.

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). The Patron of the Centre is HM King Charles III. The 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 66 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