



Maintenance Person (Painter and Decorator)

Full time Permanent, £32,362 per annum

The College

One of the largest Colleges in the University of Oxford, with around 865 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk>

Estates' at St Anne's College

St Anne's occupies a four acre site with a wide range of buildings dating from the 19th to the 21st Century, providing a mix of accommodation, offices, teaching rooms, catering and conference facilities.

The College has a small number of other properties within the Oxford area.

Currently the Estates' Department has eight staff: the Estates' Manager and Administrator, a Maintenance Supervisor and six maintenance operatives, including an Electrician, Plumber, Carpenter and a site Assistant.

The College has an Estates' Committee which meets 2 times per term and a Health, Safety and Environment Committee which meets three times a year. All Estates' matters are reported to Council and Governing Body.

Overview

Job Title	Maintenance Person (Painter and Decorator)
Location	Oxford
Reports to	Maintenance Supervisor
Direct reports	None

Key areas of responsibility

- Assisting and preparing a decoration schedule including providing expertise on finishes and products to be used.
- Carrying out a range of emergency repairs and on-going maintenance to all College buildings, with an emphasis on painting and decorating duties
- Prepare and decorate internal and external surfaces including walls, ceilings, doors, woodwork, metalwork, and other surfaces using appropriate materials and techniques.
- Carry out routine redecoration, cyclical maintenance painting, and minor surface repair (filling, sanding, staining, varnishing).
- Set up, use, and dismantle access equipment safely (ladders, towers, etc.) as required for works.
- Assist with minor plaster repairs, making good, and surface preparation in advance of other trades.
- Maintain stock of paints, brushes, rollers, and consumables.
- Ensure safe use, storage, and disposal of paints, solvents, and other materials in accordance with COSHH regulations.
- Support other members of the Maintenance Team as needed with general maintenance.
- Ensuring work is carried out in compliance with all applicable procedures, safe working practices and statutory requirements.
- Wearing appropriate PPE and ensuring the health, safety and welfare of employees, students, visitors and contractors are not compromised.
- Any other tasks as requested, which are commensurate with the grade of the post.

Personal specifications:

Essential

- Demonstrable experience in painting and decorating in a maintenance or building environment.
- Knowledge of surface preparation, materials, and application techniques.
- Organised and able to work methodically in a safe, clean and tidy manner.
- Able to use power equipment, walk up and down stairs without difficulty, carry reasonable loads unassisted and work at heights using ladders and tower scaffolding.
- Positive attitude, reliable work ethic, and ability to work both independently and as part of a team.
- Must be flexible, trustworthy, with good communication skills, able to work as a member of a team and able to be self-motivated when working alone.
- Willingness to take on new responsibilities and training opportunities.
- Basic IT skills
- A good level of spoken English
- Adaptable and self-motivated, able to manage changing priorities and work independently when required.
- Knowledge of the Health and Safety at Work Act.

Desirable

- Recognised trade qualification (e.g., City & Guilds or NVQ Level 2/3 in Painting & Decorating).
- A full clean driving licence

Terms and Conditions

Appointment:	This appointment will be subject to satisfactory provision of proof of the right to work in the UK. Appointees who are not British or Irish nationals will need a UK visa or proof of settled or pre-settled status.
Hours of work:	37 hours per week, Monday to Friday. Normally 8.00 am – 4:30 pm Monday to Thursday and 8am – 4pm on Friday with a 1 hour unpaid break. Overtime is not usually paid.
Salary:	£32,362 per annum
Annual Leave:	38 days per year, this includes 8 public holidays. Some holiday must be taken during winter closure. All other holidays will be agreed with the Manager.
Probation:	Four months
Notice:	One week during probation or one month thereafter
Pension:	The College offers membership of the Oxford Staff Pension Scheme (OSPS).
Meals:	Free lunch is provided on working days, when the post holder works either side of lunch.
Employee Assistance Programme:	A confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Bicycle Scheme:	Assistance to purchase a bicycle through a loan scheme.
Bus pass scheme:	A bus pass can be purchased at a discounted rate
Childcare:	St Anne's offers quality childcare provision services to College staff and students via our on-site Nursery. Subject to availability.
Family Friendly Policies:	Salary sacrifice scheme for Childcare. Enhanced family friendly policies.
Flu jabs:	Free annual flu jabs are offered to all staff.
Volunteering Policy:	St Anne's offer up to two paid days per year to do charitable volunteering activities.
Working from Home Policy:	We offer flexible working arrangements subject to job role.
Parking:	You may be eligible to apply for a parking permit for which an annual fee applies.
Other:	Employment is subject to the policies and procedures outlined in the Staff Handbook.

Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

Applications should be sent to recruitment@st-annes.ox.ac.uk

If you would like to discuss the role, or have any queries please call us on
01865 274866 / 284685

The closing date is Monday 13th July at 12 noon.

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here <https://www.st-annes.ox.ac.uk/privacy-policy/>