



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Maintenance Administrator**

Requirement

St John's College wishes to appoint a Maintenance Administrator to provide clerical support to the Head of Department and Line Managers and issue work orders to staff.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Department Aims: To provide a cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenues generation in order to enable the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title: Maintenance Administrator

Department: Maintenance Department

Responsible to: Head of College Buildings

Job Purpose: The post holder's role is to provide clerical support to the Head of Department and Line Managers and issues work orders to staff.

Principal Responsibilities

1. To contribute to the effective and efficient running of the Maintenance Department, the post holder will:
 - produce work orders to the Departments maintenance operatives via office standard work sheets, ensuring correct priority of the task in accordance with agreed service level procedures
 - maintain and use the Maintenance jobs database. A new computer maintenance management system is looking to be purchased in 2019-20 so a key objective would be assisting the Senior Management team with implementing the system
 - be responsible for the issue and return of keys to and from authorised persons

- be responsible for organising the servicing, maintenance and repair of a number of mechanical, electrical and building systems
 - assist in the ordering of materials and other goods, required by the Department and recording the usage of same
 - be responsible for the scheduling of maintenance and licensing for the Departments vehicles
 - be responsible for making the necessary arrangements for the facilities for refuse removal and recycling for College events
 - arrange for the production of lettering (name strips)for College staircases, general notices and signboards
2. To provide assistance to the Departments managers, the post holder will:
- provide such secretarial and administrative support as may be required
 - deal with day to day correspondence (by post and e-mail), telephone enquiries and personal visitors, maintain the departmental filing systems
 - produce and read all minutes of meetings that the Head of College Buildings attends, to ensure familiarity of College proceedings and to keep a diary for him of upcoming meetings
 - liaise with other members of the College and Departments, regarding Maintenance matters
 - maintain an annual diary including events in the College, to ensure that probable requirements are proactively addressed, instructions issued to Maintenance staff to fulfil event expectations
 - input information into the College computer systems and produce any required information as requested by the Superintendent of Buildings
 - promote good working relationships between the Departments and members of the College, other Departments staff
 - Administer the College Gym and Weights room to include the forecasting and administration of the budgets, members details and inductions
 - To be part of the out of hours standby rota and be available as required for emergencies
 - The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Head of College Buildings or Line Managers from time to time.

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- High standard of general education
- Excellent typing and IT skills. The postholder will need to be fully conversant in Word, Outlook, Access and Excel as a minimum
- In addition, the postholder will need to have the ability to undertake in-house training on other departmental software packages as required
- The ability to develop an understanding of the College policy and procedures

Skills, Abilities and Competencies:

- Excellent communication skills are required as the post involves liaising and dealing with a wide spectrum of people, including College staff, Officers, Fellows, students, contractors and visitors
- Well-developed, proven, organisational skills
- High degree of flexibility to respond to highly fluid and open-ended tasks
- The ability to demonstrate initiative and must be able to work on his/her own initiative and judgement; capacity to deal with complex situations
- Must be able to prioritise workloads in order to meet deadlines
- The ability to deal appropriately with sensitive and private information and to operate in a highly confidential and professional manner

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £27,229.07 - £30,350.40 p.a. (depending on experience)
Hours of work:	40 hours per week
Location:	The role is based in Cambridge

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period

- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon on Friday 27 September 2019**. Interviews are expected to take place on **the week beginning 30 September 2019**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.