



## Job Description

This is an exciting opportunity for a Maintenance Assistant to join the Hughes Hall team.

<b>Job Title</b>	Maintenance Assistant
<b>Location</b>	Hughes Hall, Cambridge CB1 2EW
<b>Reporting to</b>	Maintenance Manager
<b>Contract Type</b>	Permanent
<b>Probation Period</b>	Six months
<b>Salary Range</b>	£25,742 SP29
<b>Hours of Work</b>	37.5 hours per week Monday to Friday.
<b>Medicash Healthcare Plan</b>	All staff members have access to the College's Medicash Healthcare Plan <a href="https://www.medicash.org/">https://www.medicash.org/</a>
<b>Mental Health Peer Support Programme</b>	All staff members have access to the College's Mental Health Peer Support Programme, supporting <a href="#">Mind's Mentally Healthy Universities initiative</a>
<b>Annual Leave</b>	Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff.
<b>Pension Eligibility</b>	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

The University of Cambridge's oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our "Bridge Fellows"

programme, which brings a diverse group of outstanding individuals from outside the University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner's Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have particular strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our [Bridge](#) initiative which leverages the College's multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in different stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our [centres](#): the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our [website](#) contains further information about our history, people, work, and values.

### **Job Purpose**

To carry out maintenance and improvements to College properties in a way that contributes to the provision of an efficient maintenance service in a professional, safe and timely manner.

### **Main Duties**

Completing general property repairs and maintenance on time and to the agreed specification. Work includes carpentry, general building, basic plumbing, painting, roofing and gutter work and furniture removal.

Although this role is generally repairs, skills and knowledge in painting and decorating would be favourable.

- Plumbing: washing machine installations, installing and fixing toilets and sinks, clearing blockages, pipework installation, fixing leaks.
- Electrical repairs and maintenance: light bulbs, wiring, circuit breakers, fuse changes.
- Carpentry and general construction: woodwork, sanding, painting
- Facility repairs: doors, door knobs, locks, lockers, desks.
- Decorating: painting and decorating internal and external spaces.
- Roofing and gutter work including clearing of gutters, down pipes, gullies.
- Assisting other trade professionals as required.
- Assisting with moving furniture, stores and appliances as required.
- Routine monitoring such as reading meters and testing water temperatures.
- Adherence to Health and Safety, security and other College policies at all times.
- Undertaking any other reasonable duties to ensure the efficient running of the department.
- There may be times when you may be called upon to cover any out of hours calls. E.g. This may be to cover long-term sick. This will be paid in addition to your salary.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

### Person specification

	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• An approved training course such as City and Guilds, NVQ or equivalent, apprenticeship</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE or equivalent Grade A-C</li> <li>• Manual handling/working at height/COSH or first aid certificates</li> <li>• Current UK Driving Licence for using company motor vehicles</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar field</li> <li>• Experience with minor plumbing and electrical works and the ability to</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using IT in a work environment</li> <li>• Experience of working in an educational/campus context</li> <li>• Skills and knowledge of painting and decorating.</li> </ul>

	understand basic plumbing and electrical terms <ul style="list-style-type: none"> <li>• Experience of safely using equipment and power tools when carrying out repairs and maintenance</li> </ul>	
<b>Skills/Knowledge Training</b>	<ul style="list-style-type: none"> <li>• Reliable, conscientious, professional approach</li> <li>• Well organised, methodical and thorough</li> <li>• IT competent</li> <li>• Ability to prioritise effectively</li> <li>• Ability to work independently, in a pro-active way as well as work well as part of a team</li> <li>• Ability to cope well with a varied workload</li> <li>• Awareness of the Health &amp; Safety at Work Act 1974 and Fire Safety Regulations (or willingness to learn)</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use Microsoft programmes</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Smart, professional appearance</li> <li>• Cheerful, positive disposition</li> <li>• Flexible approach</li> <li>• Ability to take direction from the Maintenance Manager and trade professionals clearly understanding instructions and seeking advice to ensure work is completed safely and effectively</li> </ul>	

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College's Staff Handbook, Health & Safety Policy and all relevant procedures.

### **Screening Check Requirements**

We have a legal responsibility to ensure you are eligible to live and work in the UK.

Further guidance on right to work checks for EU, EEA or Swiss citizens can be found at: [Right to work checks: employing EU, EEA and Swiss citizens - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/right-to-work-checks-employing-eu-eea-and-swiss-citizens)

### **Application Process**

To submit an application for this vacancy, please enter your email address in the box on the right of the web page and click 'Apply Now'.

The closing date for applications is Friday 18<sup>th</sup> October at midday. Interviews will be held at Hughes Hall, Cambridge on Thursday 24<sup>th</sup> October.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at [Data protection - Hughes Hall \(cam.ac.uk\)](https://www.cam.ac.uk/department/hughes-hall/data-protection)

For an informal discussion about the post, please contact the Head of Facilities on [facilities@hughes.cam.ac.uk](mailto:facilities@hughes.cam.ac.uk). If you have any questions about the application process, please contact the HR Manager on [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).