

# Oxford Centre for Islamic Studies



*A Recognized Independent  
Centre of the University of Oxford*

## **Maintenance Assistant**

Applications are invited for a Maintenance Assistant at the Oxford Centre for Islamic Studies.

The main duties are to carry out inspections of plant, machinery and equipment at the Centre and be able to react appropriately to deal with reactive repairs, unplanned maintenance, and emergencies

The position is offered at a salary in the range of £19,500 per annum to £21,500 depending on qualifications and experience. Full details of the position are at [www.oxcis.ac.uk/vacancies](http://www.oxcis.ac.uk/vacancies).

Applications, which should include a CV and cover letter, should be sent or emailed to Mr Gordon Brown, Oxford Centre for Islamic Studies, Marston Road, Oxford, OX3 0EE or [gordon.brown@oxcis.ac.uk](mailto:gordon.brown@oxcis.ac.uk). Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

The closing date for applications for this post is noon on **Friday 20 October 2017**.

## **Oxford Centre for Islamic Studies**

### **Further particulars for the post of**

### **Maintenance Assistant**

#### **About the Centre**

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is a Recognised Independent Centre of the University of Oxford and is registered as a charity (number 293072). The Patron of the Centre is HRH the Prince of Wales. 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 Building**

The Centre is currently housed in new, 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 new 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 students 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 expanding team and 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.

## **Application Process**

Applications, which should include a CV and cover letter, should be emailed to Mr Gordon Brown, [gordon.brown@oxcis.ac.uk](mailto:gordon.brown@oxcis.ac.uk). Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

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## **Selection Criteria**

### **Essential**

- Experience of maintenance within a residential establishment
- Ability to carry out planned tasks to a high standard throughout the building
- Knowledge and skills to carry out reactive maintenance tasks
- Knowledge and experience of health and safety and fire safety within an office and/or residential building
- Enthusiasm for, and pride in, maintaining high standards of work
- Confident, friendly, and helpful manner
- Fluent spoken and written English
- Physically fit

### **Desirable**

- NVQ or similar qualification in a trade skill
- Basic IT skills and the ability to learn to use specific IT systems.
- Experience in using Building Management Software
- Full clean driving licence

## **Terms and Conditions**

|               |  |
|---------------|--|
| Appointment:  | This is a permanent post, subject to a period of probationary service normally of six months.  |
| Hours:        | 37.5 per week, usually Monday to Friday  |
| Salary:       | £19,500 to £21,500 depending on skills and experience  |
| Benefits:     | Lunch is generally available, without charge, Monday to Friday when the kitchens are open.   |
| Pension:      | The Centre offers a contributory pension scheme.   |
| Annual Leave: | The post holder is entitled to 27 days holiday per annum, plus statutory public holidays. All holiday must be authorised by the Estates Officer. |
| Uniform:      | A name badge, and uniform where provided, must be worn while on duty.  |

# Oxford Centre for Islamic Studies

## Maintenance Assistant

### Job Description

|                         |  |
|-------------------------|--|
| <b>Responsible to:</b>  | Estates Officer  |
| <b>Responsible for:</b> | Own work and liaising with other staff   |
| <b>Hours of work:</b>   | 37.5 per week, usually 0900am to 17.30pm Monday to Friday, may be required to work outside these hours for emergencies |

#### Main duties:

To carry out inspections of plant, machinery and equipment in the Centre, and bring any problems to the attention of the Estates Officer.

To follow a planned maintenance programme to ensure the regular servicing of machinery and equipment, including pumps, electronic gates

To respond to reports of faults and deal with any maintenance problem within own capabilities.

To report any maintenance fault which needs further support

To follow a planned procedure for checking and making repairs or adjustments to fixtures and fittings.

To maintain the decorative fountains and water features within the Centre, ensuring they function correctly and are kept clean.

To carry out maintenance tasks at other Centre properties in Oxford.

To assist with Fire Drills and respond appropriately to the fire alarm.

To comply with all Health and Safety regulations, completing all tasks in a safe manner and wearing appropriate PPE.

To keep workshop clean and tidy, and ensure all tools are appropriately maintained and accounted for.

To assist with moving equipment and furniture if necessary.

To 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.