Job Description

Job Title: Maintenance Operative

Job Grade: 2

Reports to: Maintenance Operations Manager

Direct Reports: None

Overall Objectives:

Carrying out maintenance work and to maintain accurate up-to-date records for planned maintenance and checks under the direction of the Maintenance Operations Manager, so as to ensure that the College's buildings, utilities, plant, machinery and equipment are properly maintained and compliant.

Key Responsibilities:

Repairs & Maintenance

- Undertake without constant supervision basic adaption/repair and reactive, planned and preventative maintenance work, on building system services and equipment across the College estate.
- Undertake regular PPM inspections, including but not limited to water hygiene, emergency lighting and fire safety.
- Provide onsite support for out of hours College events, across both term-time and summer Conference business.
- Carry out minor repairs, or removal and replacement of furniture, fittings and equipment across the College estate as required, and identified by the Maintenance Operations Manager and/or Housekeeping Manager. Demonstrate excellent customer service skills at all times.
- Work closely with Maintenance and Housekeeping teams to ensure that bedrooms and public spaces are kept up to College standard.
- Manage own workload to ensure all allocated maintenance requests and PPM Checks are completed in line with Maintenance Department service level agreements.

General

- Provide a friendly, approachable, and helpful manner to all, acting as a positive ambassador on behalf of the College Maintenance Department. Maintain a high level of customer service and self-motivation at all times within a fast-paced and demanding environment.
- Ensure that health and safety regulations are adhered to when carrying out tasks and that all work is carried out in a safe and tidy manner and in line with policies and procedures.
- Ensure workshops and stores all kept clear and tidy at all times, including assisting in maintaining a stores and equipment inventory.
- Comply with all relevant health and safety legislation and procedures, including task specific risk assessments and method statements, in the carrying out of maintenance and adaptation work, reporting any potentially unsafe working methods, installations or equipment to supervision/management as appropriate.
- Ensure all necessary paperwork required both manually or electronically, are completed accurately and in a timely manner. This includes work requests, PPM Checks, stores requisitions, allocation of hours and any other required for legislation or safety purposes

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- A member of the Maintenance Department on call team / rota in providing out of hours support.
- Provide onsite support for out of hours College events, across both term-time and summer Conference business.
- Attend, as identified and by agreement, development and training courses to keep abreast of new industry best practice and statutory regulations.
- Carry out such duties as are required and that are commensurate with the level of this post. Keble College operates a 'one team approach' to the delivery of services and the post-holder will be expected to support and cover for staff in other areas of the College as necessary.

Scope of Authority

- No financial authority.

Person Specification

Essential Skills

- Practical and demonstrable knowledge of general building maintenance, with the ability to carry out routine minor repairs and basic PPM tasks.
- Able to identify and assess faults, take appropriate action and recognise when specialist or qualified contractors are required.
- Practical understanding of Health & Safety and safe working practices, including risk assessments and method statements.
- Able to use hand tools and basic maintenance equipment safely and competently.
- Well organised, methodical and able to prioritise workload, work under pressure and adapt to changing requirements.
- Basic IT skills and ability to maintain accurate maintenance, PPM and compliance records.
- Able to communicate easily with people from different backgrounds and seniority and possess customer-service skills, with a professional and helpful approach.
- Able to work independently and as part of a wider team, using initiative and sound practical judgement.
- Flexible approach to duties and willingness to undertake training and develop maintenance skills.
- Willing and able to participate in the College's on-call rota and provide occasional out-of-hours support.
- Current, valid driving licence.

Desirable Skills

- Relevant trade qualification, e.g. plumbing, electrical, carpentry/joinery, decorating or building maintenance.
- Practical experience across a range of maintenance trades, including basic plumbing, carpentry/joinery, decorating and building-fabric repairs.
- Knowledge or experience of monitoring water hygiene/Legionella , emergency lighting and routine fire-safety checks.
- Experience of PPM programmes and computerised/electronic maintenance management systems.
- Experience of maintaining historic, listed or heritage buildings.
- Experience within a college, university, school, hotel, residential, hospitality or similarly occupied estate.
- Relevant Health & Safety training, e.g. PASMA, IPAF, ladder safety, manual handling or asbestos awareness.

Authorised: Domestic Bursar Date: July 2026