

DEPARTMENT NAME

Job title	Property Maintenance Operative Apprentice
Division	UAS
Department	Estates Services, Building Fabric Team leaders
Location	1a South Parks Rd, Oxford, OX1 3UB
Grade and salary	Apprentice Grade 1: £25,331 per annum
Hours	Full time
Contract type	Fixed-term Apprenticeship – 2 Years
Reporting to	Building
Vacancy reference	179139
Additional information	No relocation expenses apply to this post. This role involves wearing a uniform which will be supplied.

Apprenticeships at the University of Oxford

Becoming an apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. You will work alongside experienced colleagues, whilst learning on the job and appropriate objectives will be set during the course of the Apprenticeship. At the same time, you will study for formal qualifications in your field.

For more information, please see some of our current apprentice's case studies:

<https://www.apprenticeships.ox.ac.uk/meet-our-apprentices>

For advice on how to make your application for this apprenticeship the best it can be, please go to: <https://www.apprenticeships.ox.ac.uk/how-apply>



The role

As a Property Maintenance Operative Apprentice, you will embark on a comprehensive 2-year training program. This program will cover all aspects of the role and will be delivered through a combination of in-house training and block-release or other distance learning methods provided by Abingdon and Witney College.

Upon completion, you will earn a Level 2 Property Maintenance Operative Apprenticeship, which is within the construction and the built environment sector.

College attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

The DLO Building Fabric team carry out:

- Repairs and maintenance of all building fabric items
- Supervision of specialist contractors
- Painting and decorating
- Tiling
- Plastering
- Carpentry, including door/window repairs or replacements, locks, closers, shelving, and office alterations
- Lamp changing
- Basic plumbing
- Bricklaying and brick pointing
- Glazing and sash cord repairs
- Minor groundworks, such as repairs to manholes, kerbs, and paving
- Cleaning gutters and drains
- Small refurbishments, including toilet and kitchenette facilities, with the assistance of other DLO operatives (e.g., electricians and plumbers)

The team are based in the DLO offices on South Parks Road and the Andrew Wiles Building workshops. They are required to carry out work across the University Estate, primarily in Central Oxford. The team collaborates closely with other DLO teams (Mechanical, plumbing and electrical) and the wider Building Fabric Team, including building inspectors and building heritage & conservation surveyors.

Responsibilities

- Follow instructions from an experienced Property Maintenance Engineer, Building Maintenance Operative, Building Fabric Team Leader, or the wider Estates Building Services Team to independently complete basic building fabric repairs and reactive tasks in accordance with SLA targets.
- Safely operate basic equipment and seeking assistance from an experienced Property Maintenance Engineer, Property Maintenance operatives and Building Fabric Team leaders when required
- Communicate back to your line manager, any problems for extra advice and on completion of tasks set
- Ensure that the work environment and equipment is kept organised, clean, tidy and secure

- Use the handheld technology provided to record Health & Safety Pre-work checks and all maintenance activities. Training will be provided
- Learn to complete records and paperwork in line with statutory testing and other processes
- Work under instruction and having regard to safe working practices as set out in Risk Assessments and Method Statements
- Liaise with building users to ensure that they are kept fully informed of the location and progress of all building fabric works within their building
- To select, within limits, materials and equipment and order parts agreed via Purchasing team
- With support understand and be familiar with all relevant safety documents and to undertake any relevant health and safety training and to work in accordance with this
- Attend all day and block courses in line with your apprenticeship
- Undertake ongoing compulsory training per Estates Services training matrix for health and safety compliance
- To embrace and actively promote Estates Services vision and values
- Carry out such other comparable duties as may be required by your Line Manager.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Apprenticeship roles are not eligible for sponsorship under the skilled worker visa route normally used for employed roles but there are other visa routes which candidates may be eligible to apply under. If you are eligible to apply under a different route the department is happy to discuss any queries, with support from the University's Staff Immigration Team. There is also government residency requirements for Apprenticeship funding on which the Training Provider will be able to offer advice.

Hazard-specific / Safety-critical duties

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Lone Working
- Regular manual handling

- Noise at work
- Working with vibrating equipment
- Work with allergens, E.g. laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- Access to sensitive data around personnel and buildings in the University estate.
- University security screening (e.g. identity checks)

Selection criteria

- Educated to GCSE standard (English and Maths grade C or a grade 4) or equivalent
- Ability to communicate messages clearly and accurately on the telephone and in person
- Able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through work experience, qualifications or references)
- Willingness to work in a flexible and adaptable manner
- Be courteous to colleagues and customers in university departments; being proactive in maintaining excellent customer service
- Able to demonstrate punctuality, time keeping abilities, and a good work ethic
- Able to meet the demands of the role, including manual handling
- Experience of Microsoft Office applications, including Word and Excel
- Experience of using Smart device (Android / Apple)

Desirable selection criteria

- Any building fabric related experience e.g. carpentry, plastering, brick laying.
- Able to demonstrate an understanding/awareness of safety related issues
- Any work experience

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Estates Services

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them.

Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff;
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services.

For more information please visit: <http://www.admin.ox.ac.uk/estates>

Technical Services Team

The Technical Services Team headed up by the Technical Services and Building Fabric Managers employs about forty tradespersons of varying disciplines. These include Property maintenance engineers, plumbers and electricians assisted by a small admin team. The Technical Services team work closely with the Building Fabric team, headed up by the Building Fabric Maintenance Manager. There is also a requirement to employ and manage external contractors to supplement the workforce as the work demands. The DLO carries out a variety of maintenance tasks across the University estate. The activities are:

- Reactive maintenance activities, reported via the helpdesk/web from administrators of all University Departments or via Estates personnel.
- Routine planned maintenance, for example maintenance and servicing of all mechanical plant equipment across the University estate.

The Engineering and Estates Maintenance team of which the Technical Services and Building Fabric teams are part of is responsible for most of the general and emergency maintenance work to the University's 300 plus functional estate buildings.

The Teams objectives are to:

- Provide an efficient, cost effective and timely service to the University estate
- Generate income from service to the University Departments
- The second objective should not be at the expense of the first objective

For more information please visit:

<https://www1.admin.ox.ac.uk/estates/ourservices/repairsandmaintenance/>

How to apply

All applications are made through the Find an Apprenticeship website. The site can be found here: <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description. Please ensure you explain how you meet each of the selection criteria for the apprenticeship using examples of your skills and experience. This may include experience gained in employment, education, extra-curricular activities, or during career breaks (such as time out to care for dependants). For further tips on writing a good application please see: <https://www.apprenticeships.ox.ac.uk/how-apply>

Once you have submitted your application, it will be screened by the training provider for the apprenticeship. If you pass their initial assessment, you will be asked to complete further eligibility screening and to submit a CV. Please keep an eye out on your emails and check your junk/spam emails regularly.

All applications must be received by the closing date and time stated in the online advertisement.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>

Equality of Opportunity

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.web.ox.ac.uk/staff-benefits>.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/home>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/family-friendly-benefits>.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/home#/>.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.