



## MAINTENANCE ASSISTANT (COMPLIANCE)

OVERVIEW	
<b>Job title:</b>	Maintenance Assistant (Compliance)
<b>Responsible to:</b>	Facilities Manager
<b>Responsible for:</b>	N/A
<b>Working alongside:</b>	Maintenance team members
<b>Grade</b>	2 – St John's College Graded Pay Scale
<b>Salary FTE:</b>	£24,531 per annum
<b>Contract type:</b>	Continuous Full time (37 hours per week)
<b>Working arrangements:</b>	Monday – Thursday: 07:30 – 16:00 Friday: 07:30 – 15:30
<b>Pension:</b>	St John's College Personal Pension Plan
<b>Holidays:</b>	27 days + statutory days + customary days per annum (pro rata)
<b>Start date:</b>	ASAP
<b>Closing date:</b>	20 <sup>th</sup> Oct 25
<b>Interview date:</b>	30 <sup>th</sup> Oct 25

## ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 250 students resident in the College, both undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

## JOB SUMMARY AND PURPOSE

The College Maintenance Department carries out preventative maintenance and routine repairs of all College properties. Where necessary work will be carried out by contractors appointed and directed by the maintenance department. Also responsible for maintaining the grounds within the estate and conducting various compliance and safety checks in line with current legislation including fire, electrical safety and legionella.

The role encompasses five key work areas:

- Waste and recycling
- Compliance checks
- Maintenance
- Servicing meeting rooms
- May be required to take part in an out of hours on-call rota



## KEY RESPONSIBILITIES

### Waste/Recycling processes

To support the smooth and safe running of the College estate by collecting, handling, and disposing of rubbish and recycling in line with college procedures and environmental standards.

- Proactively collect and remove rubbish and recycling from designated areas across the site, working with other operational teams where appropriate.
- Ensure waste is sorted correctly between general rubbish, recyclables, and other disposal streams.
- Transport waste to the appropriate collection or storage points safely and efficiently.
- Maintain cleanliness and tidiness in waste and recycling areas.
- Follow all health, safety, and environmental guidelines.
- Report any issues, hazards, or maintenance requirements to the supervisor.

### Compliance

To ensure college remains safe, compliant, and well maintained by carrying out regular checks and monitoring of essential systems and equipment in line with statutory and college requirements.

Conduct scheduled compliance checks, including but not limited to:

- Legionella temperature monitoring
- Fire alarm testing
- Fire protection and emergency equipment inspections
- Record and report all checks accurately and in a timely manner.
- Escalate any faults, failures, or risks to the facilities manager or contractor.
- Ensure compliance with health, safety, and regulatory requirements at all times.

### General Maintenance

- Undertaking minor joinery tasks.
- Undertaking minor painting and tiling tasks.
- Undertaking ad hoc tasks, for example but not limited to: replacing light bulbs, shades, starters; fixing of signs; boarding / taping up of broken windows; hanging curtains and fixing curtain rails.
- Undertaking other general and routine specialist cleaning for example but not limited to: routine cleaning of extractor fans, smoke detectors and light diffusers; cleaning up following contamination of surfaces by human waste or body fluid spillage.
- Carrying out the following work in respect of grounds, paths, steps, road, and car parks:
  - Proactively keeping areas free of litter, leaves, etc. and clearing and cleaning of litter bins
  - Clearing snow and gritting pathways, ensuring that salt bins are maintained with sufficient stocks
  - Keeping drains, drain covers, and down-comers clear.

### Servicing Meeting Rooms

- Supporting all events in College including room set- up and clearance.
- Re-configuring furniture and equipment as required to facilitate meetings and conference guests.

### On Call Rota

- May be required to undertake duties as part of the maintenance on-call rota responding to maintenance issues. One week in a 4-week cycle.

### General

- Maintain a safe and secure working environment, adhering to all relevant Health & Safety measures specific to the workplace.
- Any other tasks as directed by the Facilities Manager and commensurate with the grade.

## PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Basic numeracy and literacy. (GCSE standard)	X	
2	Capable of working on own initiative whilst building positive working relationships and working as part of a team.	X	
3	Ability to deal effectively with staff, students, contractors, and visitors at all levels.	X	
4	Ability to accurately follow instructions, both written and oral	X	
5	Willingness to work flexibly, including evenings/weekends as part of on-call rota, and to develop new methods of working	X	
6	Knowledge of Health and Safety and safe working practices	X	
7	Experience in conducting compliance-related checks relevant to Health & Safety (e.g., fire alarm testing, legionella monitoring, emergency equipment checks)	X	
8	Skills in minor maintenance work (e.g., joinery, painting, tiling, basic repairs)	X	
9	Ability to undertake physical work, including heavy lifting, carrying, and working outdoors in all weather	X	
10	Strong attention to detail and accuracy in record-keeping	X	
11	Experience of working in a facilities/maintenance environment		X
12	Skills in IT: ability to use email, online maintenance logs, and AV equipment		X
13	Knowledge of waste management, recycling procedures, and environmental good practice.		X
14	Experience of room setup and supporting events (furniture/equipment reconfiguration)		X

This role is subject to the successful applicant providing proof of eligibility to work in the UK.



## APPLICATION PROCESS

Please see St John's College [Privacy Notice for Job Applicants](#)

Applications should be by letter or by email with accompanying CV, demonstrating experience of the essential criteria. In addition, it should contain the names, addresses, email details and telephone numbers of two referees. All documents should be emailed to: Ian Jackson [i.d.jackson@durham.ac.uk](mailto:i.d.jackson@durham.ac.uk).

For an informal discussion, please contact Ian Jackson on [i.d.jackson@durham.ac.uk](mailto:i.d.jackson@durham.ac.uk).

**Closing date for applications:** 20<sup>th</sup> Oct 25

**Date for interview:** 30<sup>th</sup> Oct 25