



St Antony's  
College  
UNIVERSITY OF OXFORD

## Job Description

|                        |                                 |
|------------------------|---------------------------------|
| <b>Job Title:</b>      | Maintenance Administrator       |
| <b>Accountable to:</b> | Maintenance Manager             |
| <b>Hours:</b>          | Part time (17.5 hours per week) |
| <b>Grade:</b>          | Grade 4                         |

### Overview of the role

The Maintenance Administrator provides administrative support to day-to-day maintenance activities across the College's facilities. The role involves monitoring maintenance requests, and ensuring these are passed to the relevant colleagues where appropriate (e.g. housekeeping or accommodation). The post-holder will assist in the communication of preventative maintenance work to students, academics and College staff, and be responsible for handling appropriate maintenance administration, for example checking and coding invoices and placing orders with suppliers.

The Maintenance Administrator is also responsible for administrative work relating to health and safety for the department by maintaining and updating records that ensure compliance with safety regulations and College policies. This includes assisting the Maintenance Manager with maintaining digital and hard copy records of health and safety documentation, including risk assessments, COSHH, asbestos, and gas safety records. The postholder is the point of contact for external contractors and provides induction information to ensure they follow the College's procedures and site protocols.

St Antony's College is a lively community of students, Fellows and staff, providing a sense of belonging, mutual support, shared knowledge, and a feeling of identity and place. The College is the normal place of work for all College staff. The Maintenance Team is pivotal to our service delivery for our community, including students and senior academic colleagues as well as operational and administrative staff. The team is based on the site at St Antony's College, Woodstock Road, Oxford but also maintains other College properties (all currently adjacent to the main College site, or within less than 10 minutes' walking distance). Please visit [our website](#) for more information about the College.

## Main Duties and Responsibilities

### Maintenance Administration

- Become a skilled user of the College's online maintenance reporting tool and work with the Maintenance Team (and other teams as relevant) to support effective use of it across the College.
- Ensure any reactive maintenance requests that are received in person, on email or via telephone are logged accurately in the online system.
- Produce weekly reports from the online system for the Maintenance Manager and Assistant Maintenance Manager to review, updating tickets as instructed by them. Produce monthly reports from the online system for the Head of Operations & Estates.
- Support the Maintenance Team by answering phone calls and dealing with visitors/day-to-day in-person enquiries during your working hours
- Provide appropriate induction information to contractors, including information on relevant College policies, expected behaviors, parking, etc.
- Be the point of contact for external contractors, ensuring they follow the College's procedures and site protocols.
- Take meter readings for the College site, uploading these to the relevant utility company portal and recording them in the internally-held spreadsheet
- Reconcile delivery notes and invoices, coding and processing for signature, ensuring accurate and timely processing and seeking appropriate approvals where required in line with the College's Procurement Policy
- Order supplies, equipment and materials keeping to pre-approved budgets and as directed by the Maintenance Manager and/or Assistant Maintenance Manager
- Support the Green Impact Team (collaborative working group that promotes sustainability) by diarising and attending meetings, and taking actions, circulating these to the group after each meeting.

### Health and Safety

- Arrange and communicate to relevant parties Planned Preventive Maintenance (PPM) schedules. This includes, for example, conducting fire alarm tests and arranging for fire alarm servicing, fire door inspections, emergency light testing, water hygiene testing etc.
- Maintain accurate records of all testing schedules, risk assessments and health and safety audit results.
- Collate and monitor risk assessments (external and internal), ensuring familiarity with them, and updating them based on feedback from the team, prompting action where appropriate with support of the Maintenance Manager.
- Support the Maintenance Manager with maintaining the online records systems for all legislatively required information e.g. Risk Assessments, COSHH, asbestos, training and fire alarm testing. Also keeping hard copies of legislative and or due diligence records, gas safe, water testing RAMS etc.
- Assist in maintaining departmental health and safety records through the College's online portal; flagging any concerns to the Maintenance Manager and / or Head of Operations and Estates

## Person Specification

### Essential

- Previous experience in an administrative role
- Excellent organisational skills with the ability to correctly prioritise work
- Strong interpersonal skills; ability to communicate clearly, orally and in writing, and to work effectively with other departments
- A collaborative, inclusive and positive team member who enjoys working with colleagues at all levels
- Able to provide excellent customer service
- Good IT skills, especially with MS Office programs, and a willingness/ability to learn new systems
- A methodical and efficient approach to office procedures
- A team player who works well within a team, but also able to work independently
- Self-motivated and proactive
- Strong attention to detail and able to accurately maintain and update records
- Flexible approach to the role with a cooperative attitude and willingness to adapt as requirements change

### Desirable

- Experience in working in a college/University environment
- Sympathy with the values, ethos and objectives of a small, collegiate institution