

JOB DESCRIPTION

Job title	Maintenance Electrician
Department	Maintenance
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£38,471 per annum
Hours of work	Full-time – 40 hours per week
Contract type	Permanent
Reporting to	Building Maintenance Manager

Overview of the role

To ensure the efficient and effective maintenance, repair and compliance of electrical and associated services, installations and equipment under the direction of the Building Maintenance Manager. The post holder will form part of a collaborative maintenance team and contribute to the delivery of a safe, compliant and well-maintained estate across all College properties.

Key Responsibilities

- Undertake planned inspection, testing, maintenance and repair of fixed electrical installations.
- Carry out portable appliance testing (PAT) and maintain associated records.
- Undertake emergency lighting inspection, testing and remedial works.
- Maintain, repair and fault-find on electrical systems, fans, controls and associated equipment.
- Carry out electrical maintenance and repair works to ensure the safe and efficient operation of electrical systems and equipment.
- Take and collate electricity, gas and water meter readings.
- Maintain accurate records and documentation to satisfy statutory and College requirements.
- Order materials/equipment in accordance with purchasing procedures and value-for-money principles.
- Interpret technical drawings, specifications and manufacturers' instructions.
- Liaise with external contractors where required and check the quality of work.
- Assist in the identification and implementation of sustainable initiatives.
- Maintain appropriate stock levels of consumables and minimise waste.
- Provide guidance, mentoring and support to trainees and colleagues where appropriate.
- Assist other trades and support wider maintenance operations across the College estate.

- Use ladders, access equipment and tower scaffolds safely when carrying out work at height.
- Drive the College vehicle between sites to complete work and collect materials/equipment.
- Attend training and professional development activities to maintain technical competence.

Health, Safety and Compliance

- Carry out/review suitable and sufficient risk assessments before undertaking work.
- Comply with all College Health and Safety policies, procedures and safe systems of work.
- Use, store and handle chemicals and hazardous substances appropriately.
- Report accidents, incidents, defects and hazards in accordance with College procedures.
- Promote safe working practices for staff, students, visitors and contractors.
- Support the security of the College by reporting suspicious activity or concerns.
- Always wear the College uniform and where required, appropriate PPE.

Working Relationships

The post holder will work closely with the Building Maintenance Manager, Master of Works, other members of the Maintenance Team, external contractors and College staff, students and visitors.

Additional Information

The post holder will occasionally be required to work evenings, weekends and provide emergency out-of-hours cover. Overtime will be paid in accordance with College arrangements. This job description is not exhaustive and may be amended to meet the changing operational requirements of the College.

Selection criteria

Essential:

- Recognised electrical qualification (City & Guilds Level 3, NVQ Level 3 or equivalent).
- Qualified to the 18th Edition IET Wiring Regulations.
- Extensive electrical maintenance, testing and fault-finding experience.
- Knowledge of electrical compliance requirements and statutory inspection regimes.
- Ability to use digital maintenance management and record-keeping systems.
- Understanding of risk assessments, permit-to-work systems and safe systems of work.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong customer service focus and commitment to high standards.
- Full clean driving licence.
- Physically fit and capable of undertaking the manual requirements of the role.
- Flexible and adaptable to suit the needs of the business.
- Ability to prioritise own workload.

Desirable:

- Experience working within a college, university, heritage or similar estate environment.
- Experience supervising, mentoring or training apprentices or trainees.
- Knowledge of building services and general maintenance practices.
- PASMA trained for Scaffold Towers

About Oriel

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Nobel Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Data Protection

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Free access to hundreds of online training courses

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.