



# **ST JOHN'S COLLEGE CAMBRIDGE**

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**Further particulars for the post of  
Multi-skilled Plumbing and Heating Engineer**

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## Requirement

St John's College wishes to appoint a Multi-skilled Plumbing and Heating Engineer on a permanent basis.

## St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk).

**College Aims:** The College's statutory aims are the promotion of education, religion, learning and research.

**Department Aims:** The Domestic Bursar's aim is: to provide cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenue generation in order to enable the College to fulfil its statutory and strategic aims.

**Sub-Department Aims:** Maintenance – to carry out the maintenance and improvements to College buildings and services competently, directly and with due regard to the nature of the buildings and occupants.

### Principal Responsibilities and Duties

**Job title:** Multi-skilled Plumbing and Heating Engineer

**Department:** Maintenance

**Responsible to:** Deputy Head of College Buildings

**Job Purpose:** To carry out maintenance and improvements to College properties in a way that contributes to the provision of an efficient maintenance service which has due regard to the nature of the buildings and occupants.

### Principal Responsibilities

1. To contribute to an effective and efficient programme of general maintenance, repair and improvement of College properties, the post holder will:
  - a. Undertake day to day maintenance and plumbing and heating tasks.
  - b. Carry out other suitable improvement installation tasks as required.
  - c. Undertake service and maintenance of ventilation systems.
  - d. Undertake annual service and repair of gas fired equipment all in accordance with the Gas Safe regulations.

2. To contribute to the successful refurbishment and other major works, the post holder will:
  - a. Undertake new and improved plumbing and heating installations and tasks.
  - b. Undertake or assist in, the design and planning of new and modified installations.
3. In order to ensure a safe working environment for College members, employees and visitors, the post holder will:
  - a. Be responsible, with others, for the safe use of machinery, plant and power tools.
  - b. Assist the Maintenance Department trainee operative, if requested to do so by the section head.
  - c. Such relevant duties as may be required by the Superintendent of Buildings.

#### **Resources Managed / Facts and Figures:**

1. The care and control of allocated tools and equipment whilst at work.
2. The care and upkeep of PPE equipment
3. Booking out of materials
4. College assets including; boilers, pumps, pressure vessels and ventilation.

#### **Decision-making:**

1. Health and Safety:
  - a. How to implement the work safely, in accordance with Health and Safety regulations.
  - b. Who will be affected by my actions.
  - c. Should a problem be referred back to my line manager.
  - d. Whether to replace or repair various systems / appliances.

### **Person Specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

#### **Qualifications, Knowledge and Experience:**

1. An approved training course such as, City and Guilds, NVQ or equivalent, apprenticeship.
2. Recognised domestic gas qualification e.g. Gas Safe or equivalent (desirable or willing to achieve).
3. Awareness of and the ability to implement the appropriate Health and Safety regulations.
4. Awareness of Building Regulations.

#### **Skills, Abilities and Competencies:**

1. Competent in pipe fitting, including iron, copper, plastics and steel.
2. Ability to carry out fault diagnosis of varying types of appliances and fittings.
3. Ability to work with others and as part of a team.
4. Competent and conversant with basic electrics (desirable or willing to achieve).

### **Terms and Conditions**

Length of post:	Permanent
Salary:	The salary for the post will be between £26,376.01 – £28,612.42 p.a. (depending on experience) plus benefits, including an annual market supplement of £4,050.90.
Hours of work:	40 hours per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period.
- Additional Christmas salary payment.
- Annual leave of 36 working days (inclusive of Bank Holidays).

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit).
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period.
- Free car parking close to the College (subject to availability).
- Free use of an on-site Gym.
- Free life cover.

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

## Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: [recruitment@joh.cam.ac.uk](mailto:recruitment@joh.cam.ac.uk)

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **10.00 pm** on **19 June 2022**. Interviews are expected to be held during the week commencing **27 June 2022**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.