



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Carpenter**

June 2018

Requirement

St John's College wishes to appoint a Carpenter to join the Maintenance team to carry out internal and external carpentry and joinery works. The successful candidate will assist in the maintenance and improvement of 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.

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 very diverse 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

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

Department Aims: Domestic Bursar: 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: Carpenter

Department: Maintenance

Responsible to: Joiner Supervisor

Job Purpose: To carry out internal and external carpentry and joinery works, to assist in the maintenance and improvement of 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, which wouldn't be achievable without the Joiners contribution, the post holder will:
 - a. Undertake general maintenance, repair and improvements of carpentry and joinery items

- b. Undertake refurbishment and other major works as required by the section head
 - c. Produce items of woodworking using workshop machinery
 - d. Execute specialised joinery works to high standards, in particular relation to historic buildings
 - e. Undertake other suitable maintenance tasks and relevant duties, and provide assistance to the general organisation of College life, as required from time to time by the section head
2. Give assistance to other College Departments as required and directed by the section head
 3. In order to ensure a safe working environment for College members, employees and visitors, the post holder will:
 - a. Along with others, be responsible for the safe use of machinery, plant and power tools
 - b. Assist Maintenance Department trainee operative and other operatives and sub-contractors working for the Maintenance Department.

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.

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:

- An approved training course such as, City and Guilds, NVQ level 3 or apprenticeship
- Extensive and suitable relevant carpentry and joinery knowledge
- Training, experience and knowledge of woodworking machines

Skills, Abilities and Competencies:

- Competent in the use of relevant woodworking materials, tools and machines
- An ability to work on purpose built items as well as general carpentry and joinery.
- Awareness and ability to implement the Health and Safety regulations
- Ability to work with others and as part of a team

Terms and Conditions

Length of post: Permanent

Salary: The salary for the post will be between £22,630 - £25,224 p.a. (depending on experience)

The post is also currently eligible to receive a market supplement of £3,669 p.a. This market supplement is subject to review in 2021 at which point the College will test the market pay data and the payment may be adjusted or withdrawn should no objective justification for its payment at this level be found.

Hours of work: 40 per week

Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays) pro rata for those not working a 5-day week

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 would be 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

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

to arrive no later than **12 noon on Monday 16 July 2018.**

It is proposed that interviews will take place during the week commencing **23 July 2018.**

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.