



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Handyperson**

Requirement

St John's College wishes to appoint a Handyperson 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.

College Aims: the College's statutory aims are the advancement 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.

Principal Responsibilities and Duties

Job title: Handyperson

Department: Maintenance

Responsible to: Maintenance Manager

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 building tasks using the Departments Work Order system
- b. Assist and carry out repairs and alterations to College properties in regard to all mechanical and electrical systems and equipment
- c. Undertake Portable Appliance Testing of small electrical appliances
- d. Be responsible for the replacement of light fitting tubes, lamps and filaments

- e. Descaling of shower heads, weekly low use outlet flushing, monthly water temperature checks and recording of the results
- f. Emergency lighting testing and recording of the results
- g. Replacing ventilation air filters and the cleaning of extract/ supply grilles
- h. Replacement of white goods and other electrical items in College properties
- i. Drive College vehicles, collect and deliver materials, goods etc (limited)
- j. Assist with the erection and dismantle of the College mobile access platform (scaffold) and the use of the College Platform Gold Lift after suitable training is provided
- k. Undertake other suitable maintenance tasks and relevant duties, and provide assistance to the general organisation of College life, as required by the Head of College Buildings
- l. Ensure a continuous supply of coal is available for use at the various bunkers

2. To contribute to refurbishment and other major works, the post holder will:

- a. Assist with the undertaking of new and improved mechanical and electrical installations
- b. Undertake or assist in, the design and planning of new and modified installations
- c. Cleaning and removal of materials and equipment from College project sites

3. In order to provide a safe working environment for fellow workers, College staff, students and Fellows, the post holder will:

- a. Ensure that the workshop and yard of the Maintenance Department are kept in a clean and tidy condition
- b. Ensure the departments vehicles are clean and in a serviceable condition in line with the manufactures instructions
- c. To be part of the out of hours standby rota and be available as required for emergencies (limited)

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. Maintenance vehicles x2 value 40k
4. Gold lift mobile platform lift , value 70k
5. Booking out of materials and building stock control

Decision-making

1. How to implement the work safely, in accordance with Health and Safety regulations
2. Be aware of who will be affected by your actions
3. When a problem should be referred back to my line manager
4. 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 an apprenticeship within a mechanical or electrical trade would be desirable but not essential
2. Suitable relevant experience of safe working on mechanical and /or electrical systems
3. Experience of working within the construction industry
4. Full UK driving licence with no more than three penalty points

Skills, Abilities and Competencies:

1. Competent in the use of relevant mechanical and electrical methods and techniques
2. The ability to work at height. Competent in the use of the College Platform Gold Lift (approved training will be given)
3. Awareness and ability to implement the Health and Safety regulations
4. Ability to work with others and as part of a team
5. Due to the size of the College estate and its age the role will involve a lot of walking and climbing of stairs

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £23,663.26– £25670.59 (depending on experience) plus benefits, including an annual market supplement of £4,050.90.
Hours of work:	40 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

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

to arrive no later than **12 noon on 6th June 2022**. Interviews are expected to take place on **13th and 14th 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.