



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Multi-skilled Building Operative**

Requirement

St John's College wishes to appoint a Multi-skilled Building Operative.

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: 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

Department: Maintenance

Responsible to: 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 and repair of College properties, the post holder will:

- a. Undertake day to day maintenance building tasks using the Departments Work Order system
- b. Carry out repairs and alterations to College properties in regards to all wet trades
- c. Maintain and clean, surface and foul water systems
- d. Assist with all aspects of general building work internally and externally
- e. Carry out painting and decorating to College properties when required (limited)
- f. Carry out the Colleges daily refuse run when required (limited)
- g. Undertake other suitable maintenance tasks and relevant duties, and provide assistance to the general organisation of College life, as maybe required from time to time by the Head of College Buildings

2. To contribute to the successful refurbishment and project works, the post holder will:

- a. Undertake new and improved building work 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. To be part of the out of hours standby rota and be available as required for emergencies
- c. Other such relevant duties as may be required by the Head of College Buildings

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 or apprenticeship
- Extensive and suitable relevant experience
- Broad experience of the construction industry
- Awareness of and the ability to implement the appropriate Health and Safety regulations
- Awareness of Building Regulations
- The ability to work at Height

Skills, Abilities and Competencies:

- Competent in the use of relevant building tools, techniques and machines
- The ability to undertake plastering and rendering repairs to a satisfactory standard
- Brick laying skills
- Basic roof repairs
- 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: £26,825.70- £29,471.50 (depending on experience) plus benefits
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)

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 the 15 February 2019. Interviews are expected to be held during the week commencing 25 February 2019.

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.