



**ST JOHN'S COLLEGE  
CAMBRIDGE**

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**Further particulars for the post of  
Heating and Plumbing Engineer**

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## Requirement

St John's College wishes to appoint a Heating and Plumbing Engineer.

## 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 advancement of education, religion, learning and research.

**Department Aims:** 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:** Heating and Plumbing Engineer

**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, repair and improvement of College properties, the post holder will:**

- a. Undertake day to day maintenance, plumbing and heating tasks using the Departments Work Order system
- b. Carry out other suitable improvement tasks as required such as drainage issues
- 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
- e. Regularly monitor the College's Buildings Management System (BMS)

#### **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. 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 recognised vocational certificate such as, City and Guilds, NVQ or equivalent,
- Undertaken an apprenticeship in Plumbing and Heating
- Recognised domestic gas qualification desirable eg Gas Safe
- Awareness of and the ability to implement the appropriate Health and Safety regulations
- Awareness of Building Regulations

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

- Competent in pipe fitting, including iron, copper, plastics and steel
- Ability to carry out fault diagnosis of varying types of appliances and fittings
- Understanding and the use of a Building Management System (BMS)
- Ability to work with others and as part of a team
- Competent and conversant with basic electrics

## **Terms and Conditions**

Length of post:	Permanent
Salary:	The salary for the post will be between £26,082.93- £29,471.50 p.a. (depending on experience)
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](mailto: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 Friday 23 November 2018**. Interviews are expected to be held on the **w/b 3 December 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.