



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Senior Electrician

September 2024



Letter from the Hiring Manager

Thank you for your interest in the role of Senior Electrician.

As Head of Maintenance for St John's College, I am responsible for the day to day running of the maintenance department.

Our primary purpose is education, and my department oversees all the maintenance of the college estate, both reactive and preventative, that's needed to create the best possible environment for teaching, learning and research.

We have a varied team, that consists of electricians, plumbers, carpenters, builders and painters. The college is a wonderful place to work and has a variety of buildings, which makes working here even more interesting.

I'm looking for someone who can work as a team member as well as working on their own initiative and I hope this document will give you a sense of what it's like to work here.

Best wishes,

Tony Rose



About the College

St. John's College is one of the largest of the University of Cambridge's 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John's has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about 250 staff.

The buildings and grounds of St John's are a magnificent environment in which to work, but it is the people of St John's who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John's on the College's website: www.joh.cam.ac.uk.



Job Purpose

To carry out internal and external electrical 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

To contribute to an effective and efficient programme of general maintenance (preventative & reactive) of College buildings, the post holder will:

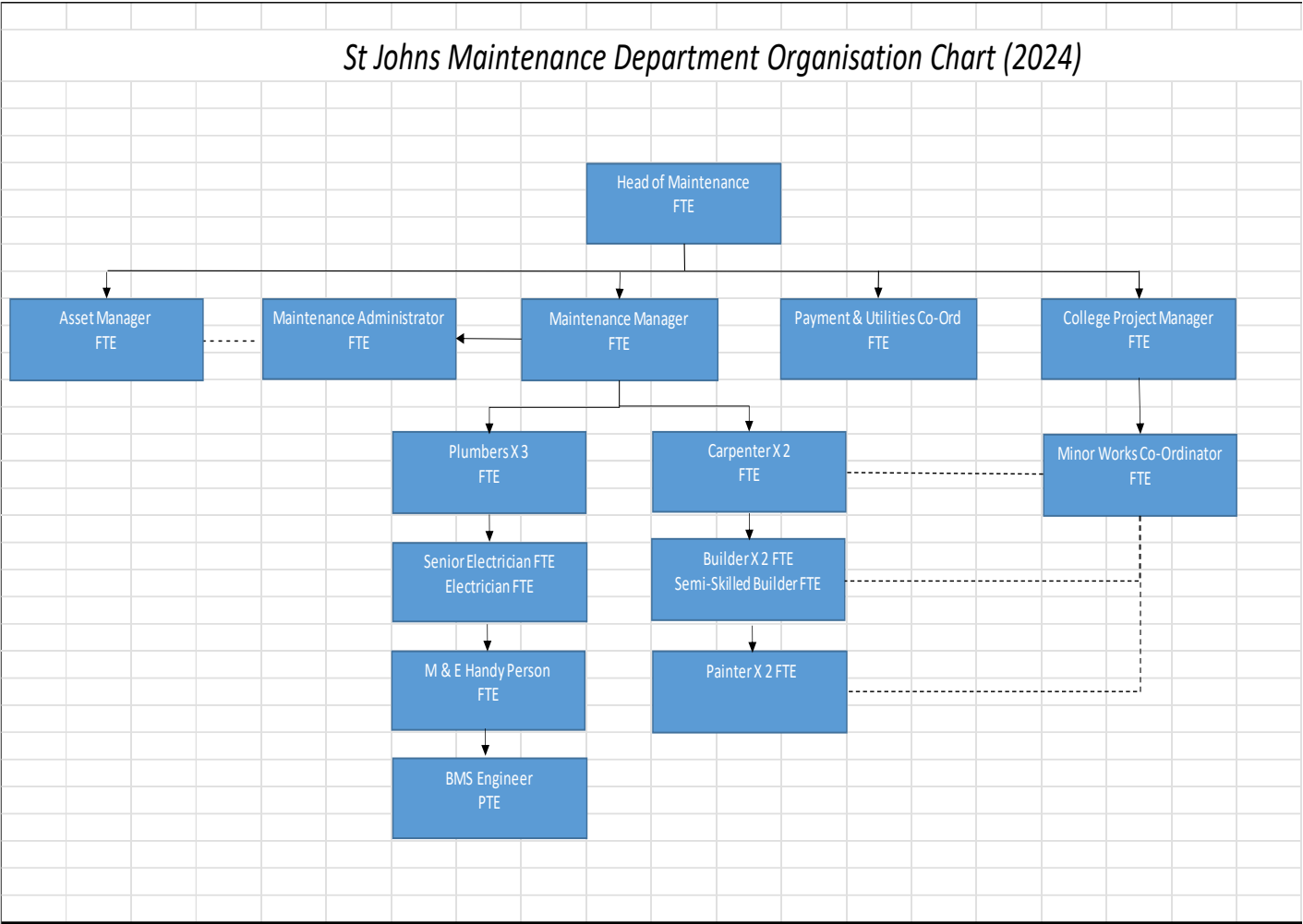
- Be responsible for the general maintenance, alteration and additions to the electrical systems of College buildings as permitted under current IEE regulations.
- Carry out electrical testing and produce certificates accordingly
- Advise their line manager on matters relating to the fixed electrical systems
- Carry out repairs on small domestic electrical appliances
- Drive College vehicles, collect and deliver materials, goods etc. (limited)
- Undertake other suitable maintenance tasks and relevant duties, and provide assistance to the general organisation of College life, as required by line manager
- Give assistance to other College Departments as required and directed by line manager
- Provide assistance with Portable Appliance Testing as required

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

- Assist any Maintenance Department trainee operative and other operatives and sub-contractors working for the Maintenance Department

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the line manager from time to time.

St John’s Maintenance Department Organisational Chart



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.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none">• An approved training course such as 18th Edition, City and Guilds 2382, 2346, 2391 Inspection & Testing etc• Extensive and suitable relevant experience of safe working on electrical systems• Experience on working with large and complex electrical systems, both residential and commercial• Full UK driving licence with no more than three penalty points	
Skills, Abilities and Competencies	<ul style="list-style-type: none">• Competent in the use of relevant electrical methods and techniques• The ability to work on purpose built items as well as general carpentry & joinery• Awareness and ability to implement the Health and Safety regulations• The ability to work at height. Competent in the use of the College Platform Gold Lift (approved training will be given)• Ability to work on their own or with others as part of a team• Due to the size of the College estate and its age the role will involve a lot of walking and climbing of stairs	

Terms & Conditions

Post: Senior Electrician

Length of post: Permanent

Hours of work: 40 hours per week

Working pattern: Monday—Friday

Salary: Between £38,607—£41,438 p.a. (depending on experience) inclusive of a market supplement, which is subject to review at three-yearly intervals.

There is also additional remuneration for being part of the on-call rota.

Location: The role is based at St John's College 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

Read more about the benefits of working at [St John's](#).

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

The deadline to apply is **9.00 am on 30 September 2024**. Interviews are expected to be held during the week commencing **14 October 2024**.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- A full and up to date 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

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. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

Maintenance Department
St John's College
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