JOB DESCRIPTION

Job title: Carpenter & Joiner
Department: Maintenance
Reporting to: Buildings Supervisor and Maintenance Manager
Location: Jesus College and surrounding properties
Hours: Full time, 37 hours per week
Holidays: 25 days annual leave, plus 8 bank holidays. On occasion it may be necessary to work public holidays, in which case a day in lieu will be given
Salary: Between £30,534 and £32,766 depending on experience

This job description is a guide to duties the post holder may be required to undertake but does not form part of their contract of employment and may vary from time to time to reflect changing circumstances.

Job Summary
To undertake Maintenance tasks on all College properties and buildings, primarily skilled tasks associated with carpentry and joinery.

Key Tasks and Responsibilities will include but are not limited to:

- Assist with monitoring the condition of college joinery, reporting the need for minor/major repairs and carrying out routine repairs and maintenance
- Carrying out repairs and maintenance works to the building fabric and services commensurate with skills held e.g.
  - Joinery repairs
  - Basic installations eg. domestic kitchen fitting
  - Small & medium scale Carpentry & Joinery projects including manufacture of Joinery items eg. Bookcases, Cabinets, Doors, Windows, Gates etc.
  - To assist with the upkeep of the Carpentry Workshop, Tools and surrounding area and to assist with the monitoring of stocks of materials
  - Day to day monitoring of joinery machines/plant and ventilation equipment
  - General maintenance tasks as required/appropriate
**Additional Responsibilities**

- To maintain the Carpentry workshop and surrounding area in a safe and tidy condition
- Any other task as may be required from time to time as directed by the Maintenance Manager, commensurate with the role, level of responsibility and person specification

**Scale of Responsibility**

- Ability to manage day-to-day work activities with little supervision, referring problems to Buildings Supervisor as necessary

**Practical Requirements**

- City & Guild Craft and Advanced Craft qualifications
- NVQ Level 3/4 Carpentry & Joinery or equivalent relevant experience
- Experience of or interest in historic buildings

**Benefits**

- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary
- Membership of a healthcare cash plan
- Free daily staff lunch when in College
- Access to a range of family friendly policies and welfare support services, including maternity coaching
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
- Cycle to work scheme
- Use of the College Gym, Tennis courts and Library

**Probation period**

The appointment will be subject to an initial probationary period of three 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 months’ notice on either side.

**Equal Opportunities and Data Protection**

The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity.

The College encourages applications from all sections of society. The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

**How to apply**

Please download and complete a College Application form and Equal Opportunities form, which can be found online at [www.jesus.cam.ac.uk/college/people/vacancies](http://www.jesus.cam.ac.uk/college/people/vacancies).

Completed forms along with a copy of your CV must arrive by 12 noon on Monday 8th April 2024. Please send completed forms to the HR Department at [jobs@jesus.cam.ac.uk](mailto:jobs@jesus.cam.ac.uk) or by post to HR Department, Jesus College, Cambridge, CB5 8BL.