



Robinson College Carpenter

CANDIDATE INFORMATION PACK

CLOSING DATE: 25 SEPTEMBER
2023



About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.



Reports to: Maintenance Manager Responsible for: N/A

Purpose of the job

- Carry out day to day repairs of all carpentry, fittings, and associated works.
- Undertake minor project works as instructed by the Maintenance Manager or Maintenance Supervisor.
- Complete all works to a high standard .
- Carry out emergency repairs in accordance with the college maintenance out of hours call in roster.
- Maintain a positive and conscientious attitude towards Health and safety at the college; maintain high level of personal awareness of all hazards and safe systems of work in use at the College.
- Maintain a high standard of workshop housekeeping and safe practices. management of workshop equipment and tools etc.
- Maintain safe & secure material storage & ensure specialist meters/ tools fitness for purpose.
- Support duties to aid other Maintenance team colleagues.
- Any other duty that may be required discussed and agreed with your Head of department or the Domestic Bursar.

SALARY AND CONDITIONS



- Full Time, 37 hours per week
- Permanent
- Salary from £27,000 to £29,860 per annum, depending on experience
- Based on site

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts – incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab subject to criteria

JOB DESCRIPTION



1. TASK LIST & RESPONSIBILITIES:

The tasks, functions and any key responsibilities of the job to be carried out on a daily, weekly monthly etc basis

1.1 Carpentry Work:

- Repair and Restoration: Perform carpentry repairs and restorations on various structures, including doors, windows, staircases, and wooden fixtures.
- Custom Carpentry: Create, install, and repair custom-made wooden components, such as doors/windows cabinets, shelving, and furniture, to meet the College's specific needs.
- Woodworking: Skillfully work with wood and related materials to produce precision-crafted items and ensure structural integrity.
- Carpentry Maintenance: Maintain and repair fire doors, ironmongery and change locks.
- Carpentry Jobs: hanging doors, replacing locks hardware and door closers. Install skirtings, architrave and other architectural timber work. Building stud walls, dry lining, small roofs, sheds, and fencing. Restoration of old doors or windows, building & repairing furniture, small projects such as installing kitchens.

1.2 General Maintenance:

- Minor Repairs: Carry out minor repairs and maintenance tasks beyond carpentry, including painting, plastering, and plumbing, as required.
- Safety and Compliance: Conduct routine safety checks to identify and address potential hazards, ensuring the safety of occupants and visitors. Assisting in the compliance requirements of the college.

1.3 To deliver training, guidance and instruction to other members of the team, sharing relevant knowledge and experience.

1.4 To work with the on-site maintenance team as well as contractors when and where necessary.

1.5 Undertake minor project works as instructed by the Maintenance Manager or the Maintenance Supervisor.

1.6 Maintain a high standard of workshop housekeeping and safe practices.

1.7 Management of workshop equipment and tools etc.

1.8 Maintain safe & secure material storage & ensure specialist meters/ tools fitness for purpose.

1.9 Support duties to aid other Maintenance team colleagues.

1.10 Attend training and seminars in relation to work responsibility e.g. Health and Safety training, Machine operator training, work at height etc.

1.11 Any other duty that is instructed by your line manager.

1.12 Overtime when required though infrequent. On occasions such as May Ball.

1.13 Possibly being on-call responsibility for the right person which currently has a separate payment.

2. PUNCTUALITY, ATTENDANCE & APPEARANCE:

2.1 To be ready to commence duties at the appointed time.

2.2 To remain on duty, productively working, until the appointed finishing time.

2.3 To attend work as scheduled.

2.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook

2.5 To dress in the required College uniform / protective clothing or in accordance with our policies and procedures.



3. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS: Willingness and enthusiasm with which work is carried out.

3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis

3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.

3.3 To listen carefully to instructions and to carry them out as directed.

3.4 To check if you have not clearly understood what is required of you.

4. PRODUCT/TECHINICAL KNOWLEDGE: The knowledge and experience required to carry out this job to the expected standard

4.1 To undertake training as required in order to develop and improve your knowledge and expertise

4.2 To be able to help and direct others accurately/correctly.

4.3 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products.

5. ATTITUDE & BEHAVIOUR: Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.

5.1 To empathise with the individuals within the team to form positive relationships

5.2 Positively participate to help create a good team atmosphere.

5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.

5.4 Honest and trustworthy. Pleasant in nature.

5.5 Keep you line manager advised of matters which may affect the smooth running of the department.

5.6 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.

6. HEALTH & SAFETY & OTHER LEGAL ASPECTS: The carrying out of duties so that self and others are not put at risk from general hazards.

6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.

6.2 Report any hazards that you observe.

6.3 Adhere to the Health & safety policy and procedures at all times.

PERSON SPECIFICATION



CRITERIA	ESSENTIAL	DESIRABLE
Education & Training	Highly experienced Joiner/ Carpenter. Qualifications such as City & guilds / NVQ	Any related courses within the building or property maintenance industry.
Work Experience	Demonstrable experience as a highly skilled carpenter having worked within different fields.	Fire door compliance. Locksmith knowledge. Roofing. Dry lining.
Intelligence/ Aptitude/ Attitude	Strong knowledge of carpentry techniques, materials, and best practices. Proficient in using hand and power tools common to carpentry. Positive and conscientious attitude towards Health and safety at the college; maintain high level of personal awareness of all hazards and safe systems of work in use at the College.	Have some IT / computer literacy skills with email, word; basic business work record systems.
Personality/Inter-Personal Skills	Good interpersonal skills and experience of dealing with people tactfully. Demonstrate a positive attitude to work as a team member as well as having the initiative to work on own when required. Good sense of humour and a team player. Willingness and enthusiasm to train, guide and upskill the Apprentice Carpenter.	Flexible approach to working and prepared to take on additional training in line with the business requirements of the college.
Circumstances	Have good physical fitness and ability to work at heights.	

HOW TO APPLY



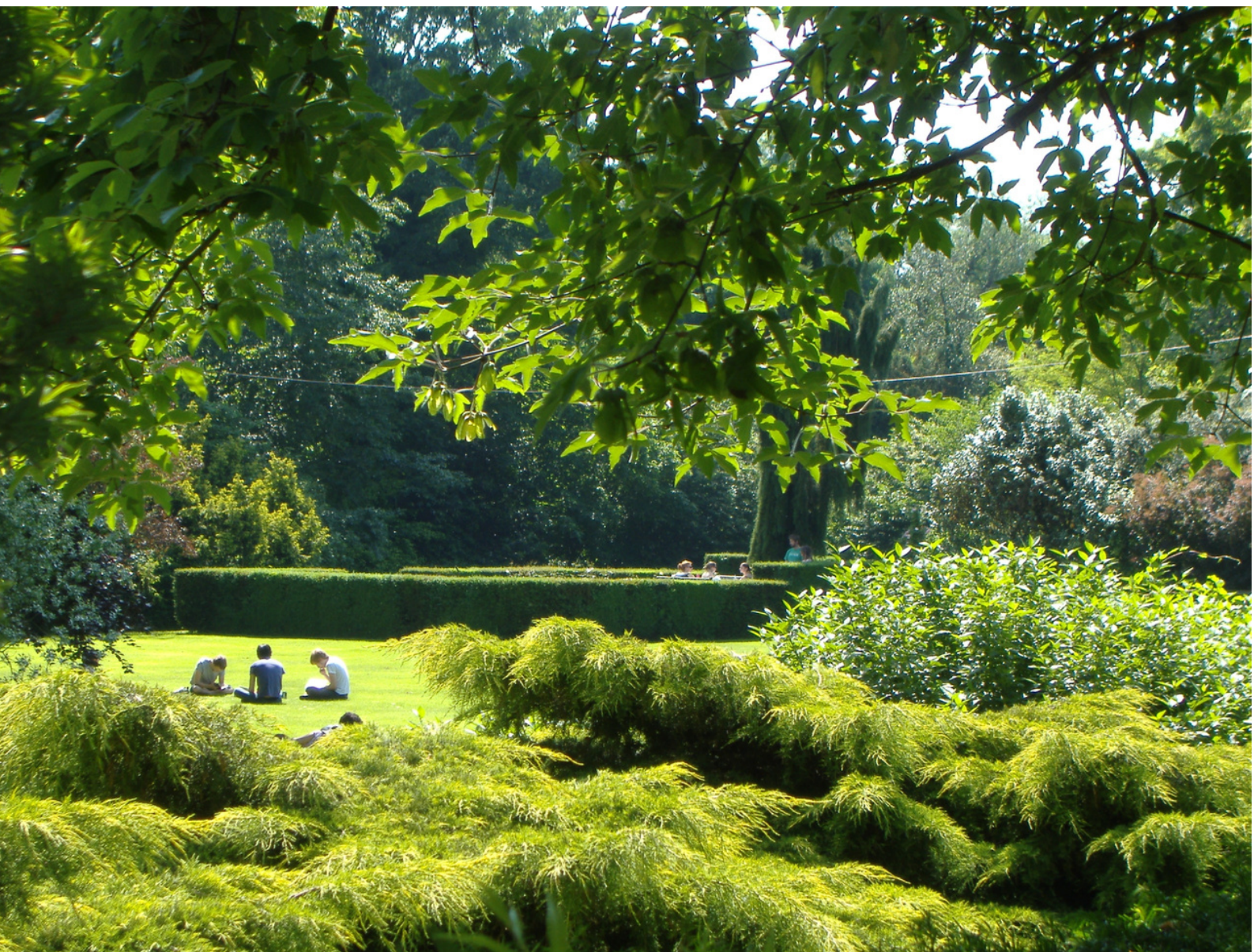
To apply please send your CV and a covering letter, along with a completed short application form to careers@robinson.cam.ac.uk

Closing date for applications:

Monday 25 September at 9am

Interviews will be held on:

Tuesday 10 October 2023





Robinson College
Grange Road
Cambridge
CB3 9AN

careers@robinson.cam.ac.uk
www.robinson.cam.ac.uk