



Clare College Buildings/Maintenance Department

Job Description

Job Title: Carpenter/Joiner
Reports to: Reactive Maintenance Manager
Hours of work: 40 per week 08:00 to 16:30

Purpose of the Job:

To work with the Senior Carpenter and undertake Carpentry/Joinery work in the College, and other maintenance work within the College, as directed by the Reactive Maintenance Manager or Facilities Manager.

Main duties:

- To undertake routine carpentry and maintenance work on the College buildings/grounds
- Collect works requested by students and other College staff members from the reactive works website, correspond appropriately with those involved and ensure all assigned jobs are closed out
- Assist in the cutting of keys and installation of locks, handles and hinges
- Carry out repairs using traditional skills in line with the historic buildings within the College Estate
- To assist with the installation of fitted kitchens and joinery in connection with shower installation
- To ensure the College repairs and maintenance work is carried out to an agreed standard of workmanship and within agreed response times.
- To order and collect materials with permission of the Reactive Maintenance Manager.
- To report to the Facilities Manager and Reactive Maintenance Manager, on project or refurbishment jobs.
- To apply Health and Safety regulations as appropriate and any legislative changes to maintain a safe working environment at all times.
- To keep your most regularly used vehicle and workshop areas cleaned once every week or more if required
- Make bespoke pieces of furniture such as cupboards as required by the College
- To undertake such other duties as may reasonably be requested
- Take part in the Out of Hours emergency call out system which is currently one week in seven.

It is preferred that you hold a valid driving licence to enable you to drive the College vehicles.



Clare College

Carpenter/Joiner

Person Specification

Essential

- Proven track record in delivering successful carpentry projects
- Experience of both maintenance repairs and new work across a range of carpentry projects
- Demonstrable knowledge of Health and Safety related to carpentry and specialist tools
- Good level of physical fitness, including the ability to lift and work at heights
- Self-motivated
- Takes responsibility for planning and organising own work where appropriate
- Able to use IT for collection of job requests from maintenance system and closing out on completion
- Be able to work to strict deadlines
- Be capable of working efficiently, effectively, diligently and courteously
- Ability to demonstrate good customer care
- Uses own initiative where appropriate
- Ability to communicate in written and oral form
- Able to work harmoniously with others, in a positive team atmosphere and build effective working relationships
- Good timekeeper
- Willing to undertake further training in order to remain up-to-date with current legislation and practice

Desirable

- City and Guilds in Carpentry or equivalent
- Joinery and ability to make bespoke pieces of furniture
- Knowledge of other building trades
- Previous experience of work in an educational or residential environment

Interest or experience in historic/listed b