



Carpenter & Joiner (38.5 hours per week)

Salary £27,511 per annum plus pension and benefits

Trinity Hall is seeking to appoint a fully qualified Carpenter & Joiner to join our well established and productive maintenance team.

The role holder will carry out general maintenance, repairs and upgrades throughout all College property. The successful candidate will be multi-skilled, with good technical knowledge and be capable of taking on a wide variety of tasks, including routine inspections. You will be expected to maintain accurate records of work. Good IT and organisational skills are essential and applicants should also hold a full UK driving licence. The College operates an on-call system to cover emergencies.

The closing date for the above post is 12noon Monday 15 February 2021. Interviews will be held w/c 22 February 2021.

Further details about this vacancy can be found below.

An application form for the above position is available at www.trinhall.cam.ac.uk/about/vacancies. Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Assistant & Junior Bursar's PA, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ.

NB. CVs will only be accepted if accompanied by a Trinity Hall application form. Enquiries to jobs@trinhall.cam.ac.uk, tel. 01223 764660.



TRINITY HALL
CAMBRIDGE
JOB DESCRIPTION

Job Title: Carpenter & Joiner

Responsible to: Head of Buildings & Services (HBS)

Place of Work: All College owned buildings / Sites in Cambridge

Objective: To carry out Carpentry repairs and installation work to a high standard throughout College property.

Experience: Completed relevant apprenticeship.

Main Duties & Responsibilities:

- To carry out carpentry repair and new installation work (both internal and external work) throughout all College property, to a high standard and in accordance with good trade practices.
- To carry out joinery repairs and when appropriate make new pieces of joinery to match existing.
- To be familiar with traditional carpentry and joinery techniques and good practice including restoration work techniques.
- To carry out mechanical and electronic lock and ironmongery repairs / replacement.
- To ensure all work is carried out in accordance with current Health and Safety regulations.
- To assist other trades and to carry out various tasks / jobs when required.
- To ensure the timely delivery of programmed maintenance work.
- Callouts – Staff are provided with a mobile telephone which may be called during out of hours by the Porters if there is an issue that needs to be resolved. Time spent attending to such emergencies is repayable as ½ day off in lieu for every callout under 4 hours duration and mileage is paid.
- To undertake further training when required.
- To complete any other reasonable duties required by the College along with occasional overtime if required.

Trinity Hall reserves the right to make changes or update this job description at any time. Changes will be introduced following discussions with the post holder.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications /Education	<ul style="list-style-type: none"> • Full Carpentry / Joinery Apprenticeship • Driving Licence 	<ul style="list-style-type: none"> • Relevant Health and Safety training • IPAF Licence (PAL)
Skills/Knowledge/ Training	<ul style="list-style-type: none"> • Well organised • Good communication skills • Good interpersonal skills • Be physically fit • Ability to use own initiative • Computer literate 	
Experience	<ul style="list-style-type: none"> • Experience of maintenance work • Experience of restoration work and joinery installation and repair. • Experience of meeting deadlines and planning own work 	<ul style="list-style-type: none"> • Ability to work unsupervised • Understanding of locking systems and locks generally
Personal Attributes	<ul style="list-style-type: none"> • Ability to work as an individual and as part of a team • A good level of motivation and enthusiasm when working alone • Clean and tidy appearance • Ability to keep work area clean and tidy • Flexible approach to work • Willing to learn new skills if and when required • Experience and ability to work at height 	

Last updated: January 2021