

St Hugh's is a constituent College of the University of Oxford and was founded in 1886 by Elizabeth Wordsworth, the great niece of the poet. Using money left to her by her father, a bishop of Lincoln, she named it after one of his twelfth century predecessors, Hugh of Avalon, who was canonised in 1220, and in whose diocese Oxford had been. Elizabeth Wordsworth was a champion of the cause of women's education, and her foundation was intended to enable poorer women to gain an Oxford education. The first male Fellow was elected in 1978, and the first male undergraduates were admitted in 1986.

The College has some 420 undergraduates and around 300 graduates, a fellowship of 75, 30 college lecturers, and a non-academic staff of 90. From its beautiful site in North Oxford, the College promotes a thriving culture of research and intellectual engagement.

St Hugh's College occupies a 14-acre site in north Oxford, with a wide range of buildings, providing a mix of accommodation, office, teaching and conference space. The College Carpenter is a key member of the small and friendly Estates Department and will be involved in all types of general maintenance, in addition to their own trade.

Job Description

1. **Job title:** College Carpenter
2. **Reports to:** Head of Estates/Building Maintenance Manager
3. **Direct reports:** None
4. **Job summary:** To carry out maintenance and improvements to all College buildings under the direction of the Head of Estates and Building Maintenance Manager.
5. **Key relationships:** Estates, Accommodation and Facilities Manager, Conference Manager, Conference Organiser, Scout Team Leaders and Accommodation Officer.
6. **Key responsibilities:**
 - Repair/renewal of doors & windows, including traditional timber sashes.
 - Repair and replacement of all types of door and window ironmongery.
 - Replacement of broken glass, re-putty and draft sealing.
 - Repairs/renewal of furniture and fixtures.
 - Manufacture and Installation of bespoke/standard shelving and noticeboards.
 - Repairs and renewal of fencing and gates.
 - Repairs and installation of kitchen units, worktops and associated fittings.
 - Maintenance and replacement of mechanical and electronic locks.
 - All joinery internal and external repairs and replacements.
 - Repairs/renewal of curtain tracks and blinds.
 - Plaster patching, plaster boarding/dry-lining, filling and painting.
 - Repairs/renewal of ceramic wall tiles, grouting and mastic sealants.

- Ordering of materials from suppliers and maintaining adequate stock levels/.
- Minor plumbing works.
- All other general property repairs and maintenance.
- To provide cover for other maintenance staff during holidays, sickness and peaks in workload.
- To attend to other reasonable tasks requested by the Head of Estates and the Maintenance Engineer, including, but not limited to, furniture moving, low level gutter and gully cleaning, drain clearance and rubbish/recycling duty.

7. **Selection Criteria:**

Essential

- City & Guilds Carpentry & Joinery or Equivalent NVQ.
- Substantial (post qualification) experience in a similar role
- Ability to communicate effectively with staff at all levels of seniority.
- Excellent communication skills (verbal and written) enabling work with colleagues as a team on a consistent, long-term basis.
- A positive and helpful attitude towards work and colleagues.
- Customer focussed
- Ability to work independently and in a team.
- Flexible to occasionally work out of hours and at weekends and provide emergency out of hours cover. This will be paid as overtime.
- As the role is physically demanding the applicant must have the ability to lift and handle large/heavy objects, work at heights (use of scaffolding and ladders), for which appropriate training will be provided.

Desirable

- Experience of working in a Higher Education establishment.
- Competent in the use of IT systems and Radio Communications.

Terms and Conditions

Salary - Grade 3 £19,305 - £20,982 per annum - depending on experience

37.5 hours per week

You will be required to work additional hours when authorised and as necessitated by the needs of the College, some of which may be at the weekend for which time off in lieu will be given

Free lunch at all times of the year when College meals are available

38 days holiday per year, which includes public holidays and Christmas closure period

Oxford Staff Pension Scheme

Application Process

Those wishing to apply for this post should complete the on-line application on the College website (www.st-hughs.ox.ac.uk/discover/work-for-us) or application forms can be obtained from the Estates Administrator on 01865 613882 or HR on (01865) 274914.

Closing Date for applications: **Noon Thursday 10 May 2021.**

St Hugh's is a self-governing College of Oxford University and is an Equal Opportunities Employer.