



## College Carpenter

### Job Description

1. **Job title:** College Carpenter
2. **Hours:** 37.5 hours per week
3. **Salary:** £29,698.50- £32,740.50 per annum
4. **Reports to:** Buildings Maintenance Manager
5. **Direct reports:** None
6. **Job summary:** To carry out maintenance and improvements to all College buildings under the direction of the Buildings Maintenance Manager and Head of Estates.
7. **Key relationships:** Estates colleagues, Accommodation Department, Conference Department, and Housekeeping Department.
8. **Background**

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University. One of the largest colleges in Oxford, there are around 1,000 students, more than 60 Fellows, over 50 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across all of the College's support and administrative operations.

The College is run by the Governing Body, consisting of the Principal, 48 academic Fellows, and the senior officers of the College such as the Senior Tutor and the Bursar. The members of Governing Body are the Trustees of the charity and have ultimate responsibility for the governance and operations of the College, although much of this is delegated on a day-to-day basis to a number of key committees and officers.

The College Carpenter will work within the Estates Department. The Estates team is responsible for the development, maintenance, safety and security of the College site, including buildings ranging from Victorian to 21st-century, several of which are Grade I listed, and the College's 14.5-acre gardens.

### 9. Main Responsibilities

- To undertake the following duties in relation to carpentry across the College site:
  - 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.
- To ensure adequate carpentry stock levels are maintained.
- In the absence of the College Plumber, to undertake minor plumbing works.
- To undertake all other general property repairs and maintenance.
- Attending training courses as required, and keeping up-to-date with changes in the industry.
- To minimise risks to Health and Safety by working safely and obeying College Health and Safety rules as set out in the College's Health and Safety Policy and Employee Handbook.
- 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 Buildings Maintenance Manager, including, but not limited to, furniture moving, low level gutter and gully cleaning, drain clearance and rubbish/recycling duty.
- Working at high levels from time to time with use of ladders and tower scaffolding.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by changing needs and the overall business objectives of the College.

## **10. Selection criteria**

### ***Essential***

- Advanced City & Guilds Carpentry & Joinery, NVQ 4 or equivalent.
- Substantial (post qualification) experience in a similar role.
- Ability to communicate effectively with staff at all levels.
- 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, use own initiative, and work efficiently in a busy environment.
- Conversant with Health and Safety legislation and with current Manual Handling Regulations.

- 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.

### **Benefits**

- Pension: employment with the College provides enrolment into Oxford Staff Pension Scheme (OSPS).
- Annual leave: 30 days of annual leave and 8 public holidays per year for full time equivalent staff (8 days of annual leave is reserved to cover the Christmas break when the College is closed).
- Meals: provision of meals free of charge while on duty when the kitchens are open and tea and coffee.
- Health & Wellbeing:
  - Employee Assistance Programme – a free confidential telephone helpline with access to face-to-face counselling.
  - Free annual flu jab.
  - Free eye tests for all staff and a contribution towards new glasses if your prescription has changed.
- Travel Pass Loan: a discounted travel scheme is available with monthly deductions from salary.
- Cycle to Work Scheme/Bike Loan: monthly deductions from salary.
- University Staff Benefits: staff at Oxford can enjoy a wide range of benefits through the University including retail and free visitor access to the University's colleges, gardens, libraries and museums, and events.

### **How to Apply**

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to [recruitment@st-hughs.ox.ac.uk](mailto:recruitment@st-hughs.ox.ac.uk). References will be taken up for the successful candidate.

**Closing date: Friday 22rd March 2024**

**Interviews:** It is anticipated that interviews will be held in person at St Hugh's week commencing Monday 25<sup>th</sup> March 2023.