Carpenter / Joiner
Further Particulars

Job Title: Carpenter / Joiner
Department: Maintenance
Salary: Grade 5 (University Scale)
Contract Type: Permanent
Hours: 37.5 hours per week
Responsible to: The Clerk of Works

The Role Purpose: To carry out routine maintenance and improvements to all College property under the direction of the Clerk of Works via the Foreperson.

The College

Hertford is one of the larger Oxford colleges, with roughly 650 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was refounded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty lecturers supplement teaching provision, and around 100 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers and students are drawn from a range of disciplines across the four Divisions (Humanities, Social Sciences, MPLS, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. For over 50 years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting the International Programme.
The Maintenance Team

The Carpenter / Joiner Role

The list of duties presented below is not exhaustive.

Main responsibilities
- Purchasing of replacement carpentry stock, and maintaining adequate stock levels for the maintenance Stores.
- Repair/renewal of doors.
- Repairs/ renewal of windows, including traditional timber sashes.
- Repair and replacement of all types of door and window ironmongery.
- Replacement of broken glass.
- Repairs/renewal of furniture.
- Installation of shelving and pin boarding.
- Repairs to fencing.
- Repairs and installation of kitchen units.
- Maintenance to the locks.
- External timber repairs.
- All joinery repairs and replacements
- Repairs/renewal of curtain tracks and blinds.
- Plaster/plasterboard repairs.
- To provide cover for other maintenance staff during holidays, sickness and peaks in workload.
- Use of ladders and tower scaffolding as some work at high levels will be required.
- Driving the College van between sites and to collect materials etc.
- Supporting other trades within the department.
- Attending training courses as required, and keeping up-to-date with changes in the industry.
- Ensuring your actions minimise risks to Health and Safety by:
o working safely and obeying College Health and Safety rules as set out in the College’s Health and Safety Policy, and Staff Handbook;
o ensuring chemicals are used and stored appropriately;
o ensuring all accidents are reported using the College Accident Book, and all hazards reported to the Clerk of Works

- Having regard for the security of the College, reporting any suspicious activity or occurrence.
- Being part of the College’s On-Call system.
- Ensuring that College uniform clothing is worn at all times.
- The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the College and the overall business objectives of the College.

Person Specification

**Essential**
The successful candidate for this position must satisfy the following criteria:

- An ability to identify and meet the needs of both internal and external customers in order to deliver a high-quality service.
- An ability to communicate effectively with College members at all levels of seniority.
- Excellent communication skills (verbal, written and computer) enabling work with colleagues as a team on a consistent, long-term basis.
- A positive and helpful attitude towards work and colleagues.
- An ability to work independently and in a team.
- The post holder will be expected to occasionally work out of hours and at weekends and provide emergency out of hours cover. This will be paid as overtime.
- The applicant must be physically fit as the majority of work is of a manual nature.
- A recognised trade qualification, City & Guilds Certification etc.
- Full clean valid UK driving licence

**Desirable**
The post-holder will ideally possess:

- Experience of working with historical / listed buildings
- Training in Health and Safety risk assessment and management
Terms and Conditions

These are 37.5 hour per week permanent appointments, available for immediate start.

The salary will be on grade 5 of the university scale (£25,941 - £33,797 per annum, depending upon experience)

Hours of work will usually be between 8am and 4pm Monday to Friday with half an hour unpaid lunch break.

You will be expected to participate in the on-call rota which is 1 in every 6 weeks. An additional on-call allowance of £150 is payable as well as any call out time which will be paid at the applicable overtime rate.

Benefits:
Annual leave: The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September. Additional holiday days are awarded as longer services awards.
Employee Benefits Platform: Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.
Free Meal: When on duty, a meal is provided free of charge when the kitchens are open.
Pension: The post is eligible for membership of the OSPS Pension Scheme, further details can be found at https://finance.admin.ox.ac.uk/pensions
Travel Pass Loan: A discounted travel scheme is available with monthly deductions from salary.
Cycle to Work Scheme / Bike Loan: Monthly deductions from salary. On site cycle repair service at discounted rates.
Sports Facilities: Access to the University Sport club and Hertford’s on-site gym.
University Card: for discounts in shops, cafes and restaurants and University Leisure facilities.

Other staff benefits are outlined on the HR section of the college website: https://www.hertford.ox.ac.uk/and-more/vacancies

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment.

You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

Application and Appointment Procedure

Those wishing to apply for the post should email the following documents, preferably as a single pdf string, to hr@hertford.ox.ac.uk by noon on Tuesday 7th July 2020.
1. CV (maximum three sides of A4, to include the names and contact details of two referees);
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form (available from www.hertford.ox.ac.uk/about/vacancies).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place as soon after the closing date as possible. Interviews may initially be held virtually, followed by a face-to-face (adhering to social distancing requirements). References will only be taken up for the successful candidates.

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a Tier 2 visa for this post.

The position may be discussed further with the Clerk of Works, Daniel Lee (Daniel.lee@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

Hertford College is an Equal Opportunities Employer