JOB DESCRIPTION

Job Title: General Maintenance Handyperson

Department: Works

Reports to: Handyperson & Furnishing Supervisor

Department Background: Trinity College has a team of Electricians, Plumbers, Builders, Decorators and Carpenters, supported by General Maintenance Handypersons to provide maintenance and support for the services and upkeep of the buildings on an extensive site in the centre of Cambridge.

Purpose of role: The General Maintenance Handyperson will provide both a reactive and planned maintenance role covering Cleaning of Shower Heads, Meter Reading, Ladder Inspections, Furniture Moving, Building Condition Surveys, reporting faults and problems, verbally and in writing and provide general support as directed.

Main Responsibilities:

- Clean and de-scale shower heads and hoses across site following a set process and time frame.

- To assist with regular routine maintenance on plant and equipment, ensuring a minimum of College and or statutory requirements are maintained.

- Additional attendance may be required in order to respond to emergencies occurring outside normal working hours on a rota basis and overtime may also be required to be worked to ensure that all jobs/tasks are completed each day or week.

- To undertake any other relevant duties, which arise due to the nature and character of the post as required.

The General Maintenance Handyperson may have to do other jobs from time to time as directed by Management, within their capabilities. Maintenance, repairs and emergencies occur throughout the College site, covering an area from Grange Road to Jesus Lane and it involves working in buildings of varying ages with access to stairs, basements and roof spaces.
PERSON SPECIFICATION

Knowledge and Experience

• Ideally, you should have experience of working within a buildings maintenance environment.
• You should also possess basic IT skills, such as use of emails, record keeping and smartphone technology.

Skills and Personal Attributes

• Candidates should be adaptable, able to use their own initiative within set parameters, and be able to respond to emergencies.
• Being comfortable working on your own but also part of a team.
• Excellent communication and interpersonal relations.
• Being comfortable working at height.
• A "can do" attitude to working.
• A positive attitude and ability to work in a methodical manner.
• Be punctual.
• Well presented.
• Ability to work flexibly.
• Able to use College Cycle (provided) to transport themselves and tools around College and its surrounding sites.
• Driving licence desirable but not essential.
EMPLOYMENT DETAILS

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<tr>
<th>Rate of Pay:</th>
<th>£20,590 per annum (permanent contract)</th>
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<tbody>
<tr>
<td>Hours:</td>
<td>39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm</td>
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<td>Holiday:</td>
<td>25 working days plus 8 public holidays.</td>
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<td>Meals:</td>
<td>Free lunch is provided for staff whose duties cover this period.</td>
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<td>Pension scheme:</td>
<td>A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month’s service. All staff will become members unless they choose to opt out.</td>
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<td>Private Health Care:</td>
<td>Staff are able to join health and dental care after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.</td>
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<td>Gym:</td>
<td>Membership of the College gym is available for a modest fee. Inductions are compulsory.</td>
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<td>Sports &amp; Social Club:</td>
<td>The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.</td>
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