

## JOB DESCRIPTION

**Job Title:** General Assistant - Temporary Position

**Department:** Works Department

### Background

Trinity College is the largest of the Colleges of Cambridge University, with some 650 undergraduates, 350 postgraduates and 172 Fellows (the senior members of the College), plus some 350 staff. The College is a very diverse community, with about a fifth of its undergraduates and half of its post-graduates coming from overseas.

### Department Background

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

**Reports to:** Clerk of Works

**Purpose of role:** As a General Assistant you will flush taps and showers across our extensive site, recording the water temperatures as part of our preventative measures for legionella. Assist with furniture moving, for storage, identifying items for repair or disposal as directed.

### Additional Information

The College reserves the right to make reasonable changes to the duties and requirements of the job description which may be necessary to meet the changing needs of the job or to reflect the latest technology or best practice.

## PERSON SPECIFICATION

### Knowledge and Experience

Experienced working as part of a team or able to work unsupervised.

### Skills and Personal Attributes

- Candidates should be adaptable, able to use their own initiative within set parameters, and be able to respond to emergencies.
- Good communication and interpersonal relations.
- Able to assist in lifting and carrying furniture.
- A positive attitude and ability to work in a methodical manner.
- Be punctual.
- Well presented.
- Ability to work flexibly.

### Health and Safety

All staff to show a responsible attitude towards their own, their colleagues and any other persons that may be affected by their actions in relation to Health and Safety. Observing rules, regulations or instructions given by Superiors. They must be prepared to undertake any training provided in relation to Health and Safety or which is identified as necessary in relation to their work.

## EMPLOYMENT DETAILS

**Rate of Pay:** £10 per hour

**Hours:** 35 hours per week. Mon-Friday 8am-4pm.

**Meals:** Free lunch is provided for staff whose duties cover this period.

**Contract:** Fixed-term until 30<sup>th</sup> September 2022