

## JOB DESCRIPTION

<b>Job Title:</b>	Carpenter/Multi-skilled Tradesperson
<b>Hours:</b>	Full time (37.5 hours per week)
<b>Status:</b>	Permanent
<b>Responsible to:</b>	Maintenance Foreman and Estates Manager
<b>Functional links with:</b>	Members of all Estates Staff and Academic Staff

### Job Purpose:

As a member of the Maintenance Department, the primary responsibility of the role is to respond to and facilitate maintenance requirements of the college. This includes reactive and preventative maintenance repairs, participation in project works and providing support to colleagues as directed.

### Main Duties:

#### Main Responsibilities:

- Respond to maintenance works allocated from the Helpdesk by the Maintenance Foreman.
- Undertake project works and structural works.
- Monitor Health and Safety and Security on the site.

#### Other responsibilities:

- Work alongside external contractors and agencies
- Assist all colleagues as required or directed
- Assist and direct visitors to the college
- Provide traffic duties as required; sometimes out of hours
- Rectifying or reporting of faults for attention by others
- Provide out of hours cover in emergency or by prior arrangement
- Undertake training as required
- Reporting of all incidents, near misses etc.

### Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2022).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**May 2022**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

## Person Specification

**Qualifications, Experience**

- NVQ Level 2 Carpentry qualification and or proven track record in carpentry or other building related industry
- Experience in a building maintenance related discipline
- Knowledge of building construction methods and diagnostic repair
- Practical experience and demonstrable competency in the use of small tools, plant & machinery

**Skills and Attributes**

- Self-motivation and ability to work as part of a team
- Positive attitude to work and to problem solving
- Have an aptitude to see a task through to a satisfactory conclusion
- High personal standard of work and working practices

**Other requirements**

- A clean current driving licence is required
- Live within close proximity to college site
- The job holder will be required to undertake an Enhanced DBS (Disclosure and Barring Service)