



JOB DESCRIPTION

Post:	College Based Carpenter
Responsible to:	Estates Manager
Salary:	£30,678 - £34,690 per annum Support Staff Salary Scale Point 32-36 Full Time, 52 Weeks
Conditions of Service:	Truro and Penwith College conditions of service.
Main Purpose of Job:	Under the overall direction of the Estates Manager to be responsible as required for maintaining and undertaking general repairs to joinery, woodwork and ironmongery components including door closers, locks, latches, window fittings etc. throughout the College building stock.
Specific Duties:	<p>The primary duty of the Carpenter is to respond to carpentry, joinery and general building maintenance related defect reports as required; carrying out initial investigation and carry out repairs/works.</p> <p>Undertaking fire door inspections and make repairs or adjustments as necessary.</p> <p>Ensuring all work is carried out with due regard to the health and Safety at Work Act, the College Health & Safety Policy and all relevant current health and safety legislation.</p> <p>Undertaking checks and testing in accordance with relevant legislation and keep appropriate records.</p> <p>Monitoring, and keeping up to date, the maintenance ticketing system, taking ownership for relevant job tickets and undertaking works within specified time frames.</p> <p>Working from ladders, steps and scaffolds as required.</p> <p>To maintain accurate records of all maintenance, servicing schedules, repairs and replacements.</p> <p>To take responsibility for all nominated carpentry</p>



PPM work.

To maintain personal tools and equipment and assist with the maintenance of the inventory of tools and equipment.

Assist in the production of a variety of items associated with the running of the College e.g. signs, theatrical stage scenery etc.

Ensure safe and efficient use of all machinery, materials and tools used in connection with job role and follow safe working practices at all times.

The College Carpenter will be expected to deal with emergencies on a call out basis for which an additional payment/time off in lieu will be made.

Assist other members of the department with a wide variety of general maintenance and minor repair work (within their capabilities) as instructed by the Estates Manager.

General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.



To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION

COLLEGE BASED CARPENTER

Ideally, the person appointed will have the following skills and experience:

- City and Guilds NVQ Level 2 or equivalent trade qualification in carpentry.
- Experience of managing or supervising a small multi-discipline works.
- A general understanding of the controls systems for a BMS system.
- Ability to work with a wide range of hand tools and woodworking machinery.
- Technical skills to carry out duties to a satisfactory standard and an acceptable level of productivity.
- Good communication skills, with the ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers.
- Good IT skills.
- Good listening skills as well as verbal and written communication skills using a variety of communication methods. (face-to-face, telephone, letters, reports).
- Good interpersonal skills and to enable effective translation of problems into practical solutions.
- Must be able to work in remote and confined spaces, such as attics and plantrooms, to work on ladders, portable tower and fixed scaffolding.
- Ability to work as part of a team and independently.
- Ability and willingness to learn new skills.
- Willingness to assist other trades within the team to achieve targets.
- Flexible approach to working hours and duties is essential.
- Possession of a valid driving licence.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.