**Westminster College, Cambridge: Application Procedure**

**Position: Maintenance Handyperson**

We are looking for a part-time handyperson with experience in buildings maintenance and up-keeping, good practical and organisational skills.

The ideal candidate must be conscientious, take pride in their work and practice safe working all the time. They must be able to work on their own as well as being part of a small team.

We are enclosing a Job Description so you can see what a typical day might look like, and an Application form if you’d like to join us.

**How to apply:**

To apply please complete the application form and return to details stated below.

Applications will be reviewed immediately. We are happy to receive the application as a hard copy or by email. Applications by post should be marked ‘Confidential’ on the envelope.

The closing date for applications is 12 noon on Friday 11th December 2020.

Short-listing by Friday 18th December 2020.

Interviews to take place the week commencing Monday 4th January 2021.

**Please reply to:**

**Write to: Magalie Cooper**

**Bursar**

Westminster College, Madingley Road

Cambridge CB3 0AA

**Email:** **Emma Brown**

**Bursar’s PA**

[ed365@cam.ac.uk](mailto:ed365@cam.ac.uk)

For a confidential discussion on any aspect of the job or your application please telephone Stewart Onyon on 01223 33 06 30.

**Westminster College, Cambridge: Job Description**

**Position: Maintenance Handyperson**

**Part-time – 15 hours per week (hours as agreed with jobholder)**

**University grade 3 - £7,800 to £10,140 (FTE - £20,130 to £25,941 pa)**

Reporting to the Estates Manager, you will provide maintenance and some gardening services for the College to a high standard. You will have practical knowledge and skills, good organisational abilities, practice safe working and set a good example. You will be pro-active, hands-on and be responsive to the needs of the College, its visitors and Staff.

You will be expected to respect the Christian ethos of the College and its role as a Resource Centre for Learning within the United Reformed Church. You will have a flexible approach to working hours to meet the demands and operation of the college.

**General Responsibilities**

* Work in a pro-active and hands on manner.
* Organise your time and work without continuous supervision.
* Have pride in your work, promote a high standard and provide a high level of service.
* Develop good working relationships with outside providers.
* Respect the privacy of residents and ensure confidentiality of sensitive matters.
* Work in a safe and conscientious manner, observing health and safety requirements, including those relating to COSHH, manual handling, working at height, fire regulations and others as appropriate.
* Alert the Estates Manager to any concerns or opportunities in the management and operation of the college buildings and facilities
* Utilise the IT system in regards to email, internet, basic correspondence, and other applications, including the Maintenance Log and the BMS

**Particular Responsibilities**

* **Periodic Routine Maintenance**
  + Routine maintenance of accommodation and plant rooms
  + Touch up painting to walls and ceilings
  + Helping to prepare and implement a maintenance plan
  + Reading of the utility meters including Water Gas and Electricity on a monthly basis
  + Carry out weekly fire alarm test
  + Daily and monthly checking of emergency lights
  + Wind up mechanical clocks and ensure accurate time keeping
  + Keep the college buildings in a safe and operational order at all times
* **Grounds**
  + Carry out basic maintenance and gardening tasks
  + External litter and waste; monitoring of the Trade bin area (i.e. cleaning the decking)
  + Arrange bins for roadside collection and return once emptied
  + Manage internal recycling bins (incl. Reception, corridors and Servery) and check trade waste
  + Path and car park maintenance keeping the area free from moss and weeds
  + Sweep and apply salt when required
  + Upkeep of garden furniture
  + Mow lawn and grassed areas and keep in good condition, treating with feed and weed as appropriates.
  + Hedge and Border maintenance, including management of the boundary wall overhang
* **Reactive Maintenance**
  + Daily check of Maintenance Log and respond as appropriate
  + Keep log up to date identifying completed work and status of ongoing work.
  + Ad-hoc repairs and maintenance e.g. bleeding radiators, blocked wastes, equipment repairs, redecoration, locks etc.
  + Carry out ad-hoc PAT testing
  + Provide out of hours cover when specifically, requested
  + Replace defective light bulbs
* **Assist Estate Manager and other College staff in the following tasks:**
  + Advise of major repairs/maintenance needs and assist with the selection and appointment of outside contractors.
  + The organisation of termly fire drills
  + Assist the Estates Manager with the placing, scheduling and monitoring of maintenance contracts
  + Receive contractors onto site, agree work practices and issue permits to work
  + Setting up rooms for functions, changing layout as required
* **General**
  + Keep accurate written records of works carried out in the form of a daily diary
  + Helping to organizing major repairs and maintenance using outside providers
  + Keeping and maintaining stocks of consumables including lightbulbs
  + Procure items and consumables for use in the college in accordance with college procurement policy

**Other Matters**

* You will have a flexible approach to working hours and be prepared to work over-time when needed and offer reasonable out of hours’ support.
* Personal protective equipment will be provided and must be worn.
* You will familiarise yourself with and at all times comply with regulations, policies and procedures of the College.
* You will at all times act in the best interests of the College.
* You will act within any standing orders or financial limitations imposed by the Governors, Management committee, Principal or Bursar from time to time.
* Seek to work efficiently and economically at all times
* Ensure compliance with regulations and best practice relevant to the role as defined including, health& safety and fire regulations.
* Provide general assistance to the Estates Manager and the College generally and carry out such other tasks, commensurate with the position, as may be reasonably requested from time to time.

**Expected Standards**

* **Communication:** Communicate effectively with colleagues and internal and external contacts.
* **Equality & Diversity:** Act in ways that support a culture which promotes equality and values diversity.
* **Health Safety & Security:** Promote, monitor and maintain best practice in health, safety and security.
* **Customer Service:** Deliver excellent customer service.
* **Personal and People Development:** Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.

***Further details available in Expected Standards document***

**Personal Specification**

| ***ESSENTIAL*** | | ***DESIRABLE*** | ***MEASUREMENT*** |
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| 1. **Education and Training** | | | |
|  | * Good standard of general education and with relevant experience in a trade or handyman position, | * Specific Health and Safety training, IOSH level 3 or similar * Attendance at a range of short training courses in relevant subjects (e.g. manual handling, working at heights, asbestos awareness, legionella control or others) * Completion of a formal apprenticeship or training program in a building or services related trade | Application Form / Interview |
| 1. **Relevant Experience** | | | |
|  | * Good knowledge of a trade or general maintenance/building works * Good experience and sensitivity of a “not for profit” organisation. * Proven knowledge of the operation of Building Services plant and equipment, Health and Safety practices and Estate related Statutory and Regulatory compliance * Application of health and safety best practice and risk assessment, including safe use of tools and equipment and understanding of how others are affected by estates operations * Experience of working collaboratively and independently with minimal supervision in routine tasks. | * Experienced in a wide range of basic practices including plumbing, electrical, carpentry, masonry work and gardening. | Application Form / Interview |
| 1. **Special Knowledge and Skills** | | | |
|  | * Enquiring mind and analytical skills, able to diagnose and resolve technical problems * Ability to plan and prioritise work and tasks and deliver good work under pressure * Respect for the Christian ethos of the College * Respect for all College visitors (including customers, volunteers and URC colleagues or members) * Able to work with a range of software applications including operation of bespoke Building Management System * Able to search internet to find spare parts and components at the most favourable cost * Open to new practices and procedures in Estate Management and the ability to implement new processes. * Need to be tidy in their work and workplace | * Experience as Handy Person in similar college organisation and environment | Application Form / Interview |
| 1. **Special Qualities and Aptitudes** | | | |
|  | * Openness to working collaboratively with Westminster colleagues (teaching and support staff), in URC networks for education and learning * Pro-active, able to take initiative in all aspects of the estate and supporting the operation of the college * High standard of, and pride in, work * Able to engage and communicate with others * Professional approach * Helpful and friendly with a ‘can do’ attitude * Prepared to train and develop * Discreet and sympathetic, able to deal with people and operational issues * Able to take on a range of specific tasks and responsibilities within their skills and capability | * Desire to develop skills and capability * A good level of organisational and administrative skills | Application Form / Interview / References |
| * **Any other requirements** | | | |
|  | * A willingness to work flexibly across the year to include additional attendance during project execution and evenings and weekends to manage college emergencies. | * Living within 20 miles’ radius or 45 minutes from the College for emergencies | Application Form / Interview |

***November 2020***

**Job Application Form**

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| Job Applied for: ***Receptionist, Full Time (36.5 hours over a range of shifts, including 7am starts and 7pm finishes, Monday to Sunday)*** |

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| Surname: |  | Contact Telephone Numbers: |
| First Name(s): |  | Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.  Home:  Work:  Mobile: |
| Address: |  |
| Email: |  |

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| Do you need a work permit to take up employment in the UK? |
| Do you require any special arrangements for interview and/or to help you take up this role? If so, please give details of any special arrangements or adjustments you would require to attend interview. |
| **Rehabilitation of Offenders Act 1974**  In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.  Please specify below details of all and any past or pending cautions or convictions, either spent or otherwise, except for protected cautions or convections. If you have no past or pending cautions or convictions, please specify “none. |

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| **Education** | | | | |
| Please list all schools and colleges you have attended and qualifications achieved  **e.g. – GCSEs, A Levels, vocational qualifications, degrees etc. List the most recent first.** | | | | |
| From – To  Month/Year | | School/College | Examinations Taken | Results awarded |
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| **Employment and Work Experience** | | | | |
| Please describe briefly any work (whether paid or unpaid) which you have undertaken.  List the most recent first. If you need to continue on a blank sheet, please do so. | | | | |
| From – To  Month/Year | | Employer | Job Title/Responsibilities | Achievements |
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| **Professional Qualifications and Other Training** |
| Please give details of any professional qualifications you may have achieved and courses you have undertaken which you feel are relevant to the advertised role. |
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| **Specific Skills** |
| Please give details of any specific skills, such as experience with computer packages and any other information not covered elsewhere, which is relevant to your application. |
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| **Personal Interests** |
| Please give details of any personal interests and activities. |
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| **Supporting Statement** |
| Explain why you have applied for this job, outlining relevant qualifications and experience as they related to the job description. Emphasise why you consider yourself to be a strong candidate and what you feel you can bring to the role. Please use a further sheet of paper if necessary. |
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| **References** | |
| Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer. The other should be a person who is able to comment on your ability to perform the role for which you are applying. Please note that references will not be approached prior to interview and your permission will be sought before any contact is made. | |
| Name: | Name: |
| How is the referee known to you? | How is the referee known to you? |
| Position: | Position: |
| Address: | Address: |
| Telephone: | Telephone: |
| E-mail: | E-mail: |

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| **Availability** | |
| Please give the date from which you are available for employment. |  |

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| **Consent** |
| 1. I hereby give my consent to Westminster College, who are processing the data supplied on this application form, **only for the purpose of recruitment and selection**, for a maximum of six months.   *Please select*  🞎 Yes 🞎 No  Signed: Date:  Name (please print): |

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| **Declaration** |
| 1. I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. 2. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.   Signed: Date:  Name (please print) |