

JOB DESCRIPTION

Job Title:	Carpenter
Department / Unit:	Estates Department
Job type	Professional Services - Permanent, Full time
Grade:	RHUL 5
Accountable to:	Maintenance and Performance Manager
Purpose of the Post	
To achieve the operational requirements of the Department and that of the University by completing carpentry related works as issued to them to the set timescales and quality standards.	
Key Tasks	
<ul style="list-style-type: none"> To complete day to day building maintenance works of the University buildings and infrastructure. To conduct all Carpentry/Joinery works/tasks as required by the department and ensure that all works conducted are to a high standard. 	
<ul style="list-style-type: none"> To be able to use woodworking machinery in a safe and efficient manner, ensuring all machinery is fit for use and maintained correctly. To be able to conduct repairs to lock closers and other ironmongery related tasks. Prepare working drawings, jigs etc for carpentry/joinery related works as required. To be able to conduct minor repair works including minor painting, decorating, roofing and flooring. 	
<ul style="list-style-type: none"> Ensure all works are completed safely to current working procedures and ensure all staff under direct supervision comply. To work on special functions or occasions e.g. Summer Ball, Graduation, etc., as required. 	
<ul style="list-style-type: none"> To undertake all training necessary for the proper performance of the duties of the post. To work to prescribed shift patterns as issued. Any further duties, which may reasonably be required by the department commensurate with the grade. 	
Other Duties	
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>	
Internal and external relationships	
The following list is not exhaustive, but the post holder will be required to consult with:	

Staff and students at all levels throughout the University.

Contractors, Suppliers, and other visitors to the Estate Services Division.

Details on the qualifications, experience, skills, knowledge, and abilities that are needed to fulfil this role are set out below.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge, and abilities that are needed to fulfil this role are set out below.

Job Title: Carpenter

Department: Estates

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to GCSE level or equivalent	x		Application form
City & Guilds or NVQ Level 3 in trade	x		Application form
Certificate in other building trade		x	Application form
Skills and Abilities			
Health and Safety knowledge of trade	x		Application form/Interview
Able to meet deadlines & organise workload	x		Application form/Interview
Good general IT Skills & ability to operate a PC	x		Application form/Interview
Experience of CAFM systems		x	Application form/Interview
Working knowledge of other trades		x	Application form/Interview
Experience of fault-finding installations	x		Application form/Interview
Planning, coordination, and problem solving	x		Application form/Interview
Other requirements			
Demonstrable experience in a commitment to equality, diversity, and inclusion.	x		Application form/Interview
Able to communicate effectively with others	x		Application form/Interview
Willing to attend training and a commitment to CPD	x		Application form/Interview
Ability to climb ladders and lift equipment etc.	x		Application form/Interview
Circumstances			
Willing to work outside normal hours	x		Application form/Interview
Valid UK full driving license	x		Application form/Interview
Ability to work shift pattern	x		Application form/Interview