Job Description

Job Title: Carpenter

Job Grade: 2

Reports to: Maintenance Operations Manager

Direct Reports: None

Overall Objectives:
Carrying out maintenance and carpentry work maintaining accurate up-to-date records for planned maintenance and checks under the direction of the Maintenance Operations Manager. Ensure that the College's buildings, utilities, plant, machinery, furniture, and equipment are properly maintained, safe, and compliant.

Key Responsibilities

Carpentry

- Fabricate, repair, and maintain furniture, fixtures, shelving, doors, windows, and other structural and non-structural elements across College buildings.
- Assess and prioritise carpentry and general building tasks in coordination with the Maintenance Operations Manager.
- Ensure all carpentry work is carried out safely, in line with health and safety requirements, and to a high standard of workmanship.
- Assist in the planning, organisation, and set-up of College events requiring temporary structures or minor building adaptations.
- Support out-of-hours College events and conferences with maintenance requirements as needed.
- Work with the Maintenance Operations Manager to prioritise and plan carpentry and general maintenance tasks.

Repairs & Maintenance (Generalist Responsibilities)

- Undertake, without constant supervision, basic adaptation, repair, and reactive, planned, and preventative maintenance work on building system services and equipment across the College estate.
- Undertake regular PPM inspections, including but not limited to water hygiene, emergency lighting, and fire safety.
- Provide onsite support for out-of-hours College events across both term-time and summer conference business.
- Carry out minor and medium-scale repairs, including the removal, installation, and repair of furniture, fittings, doors, windows, and other structural elements.
- Undertake carpentry and general building work, including fabrication, repair, and finishing tasks as required, ensuring high-quality standards.

- Work closely with Maintenance and Housekeeping teams to ensure bedrooms, public spaces, and College facilities are maintained to the required standards.
- Manage own workloads to ensure all allocated maintenance requests, PPM checks, and carpentry tasks are completed in line with Maintenance Department service level agreements.

General

- Provide a friendly, approachable, and helpful manner to all, acting as a positive ambassador for the College Maintenance Department.
- Ensure all tasks and that work is carried out in a safe, tidy, and compliant manner.
- Maintain workshops and stores, including assisting in maintaining inventory of materials, tools, and equipment.
- Comply with all relevant health and safety legislation and procedures, including task-specific risk assessments and method statements. Report unsafe working methods, installations, or equipment to supervision/management.
- Complete all necessary paperwork, both manual and electronic, accurately and in a timely manner (work requests, PPM checks, stores requisitions, allocation of hours, and statutory documentation).
- Participate in the Maintenance Department on-call rota, providing out-of-hours support.
- Provide onsite support for out of hours College events, across both term time and summer Conference business
- Attend development and training courses as required to maintain skills in maintenance, carpentry, and statutory regulations.
- Carry out other duties commensurate with the level of the post, supporting a ‘one team’ approach across the College as required.

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Person Specification – Carpenter

Essential Skills & Experience:

- Proven competence in carpentry or joinery roles including repairs, fabrication and finishing gained from within the construction industry
- Awareness (gained in a similar environment) of building services activities and general maintenance
- Ability to deal promptly and effectively with emergency tasks
- Methodical, organised, with a tidy approach to work
- Willingness to learn and a flexible approach to tasks
- Demonstrable customer service skills and professional approach
- IT literate, including use of computers and tablets for record-keeping
- Understanding of Health & Safety legislation and safe working practices
- Ability to work on own initiative and manage workload under pressure
- The role involves some lifting, e.g. boxes, apparatus.

Desirable Skills:

- Previous experience in both reactive and planned maintenance in a generalist or higher-education environment.
- Experience of working in a cross-functional, multi-disciplinary team environment.

Qualifications:

- Formal trade qualifications in carpentry, joinery, or other building-related trade
- GCSE Maths and English (or equivalent)
- City & Guilds or NVQ3 qualification in an appropriate trade or a recognised apprenticeship in a relevant discipline, or an equivalent qualification, or qualified through proven practical experience in a related discipline, including carpentry and general building maintenance
- UK driving licence

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