
Maintenance Joiner

Post Ref: 5995 Full Time. 37 Hours per week. Permanent. £22,393.24 per annum.

Attractive benefits for this post includes 35 days' holiday per year plus bank holidays and the opportunity to join the Local Government Pension Scheme.

Sunderland College is seeking to recruit an experienced and highly motivated individual to work as part of a busy Estates Team who are responsible for four campuses in Sunderland, plus a fifth campus in Hartlepool.

We are looking for people with the right skills and attitude necessary to manage and maintain all aspects of joinery across an estate of varying ages and conditions.

You will be flexible and customer focussed with excellent communication skills backed up with a good understanding of IT. A driving license and use of vehicle for work is required as driving between sites is essential

In addition, the successful applicant must be time served and suitably qualified to NVQ Level 3 or equivalent in an appropriate Joinery discipline. Applicants should have at least 2 years post apprenticeship experience. Experience of working within a multi-discipline team with ability and willingness to assist across multiple trades is preferred.

Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

Due to the nature of this post, you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by 12 noon on Wednesday 18 July 2018.

It is anticipated that interviews will take place during the week commencing 06 August 2018.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post title	Maintenance Joiner
Post Reference	5995
Reports to	Estates Maintenance Manager
Department	Estates
Grade	020
Contract	Permanent
Location	Any College Campus

ROLE PURPOSE

- To work as part of the Estates Team with responsibility for all aspects of Joinery work including maintenance, refurbishment and alterations. To assist other Estates team members in the delivery of an efficient and quality service.
- To undertake the maintenance and repair of relevant and appropriate equipment across the Estate.
- To complete all aspects of Joinery and related work to include building/room refurbishment and changes.
- To ensure the Estate is maintained in line with statutory requirements and manufacturers specification.
- To provide support to other Estates team members as and when required. Work flexibly and in line with business needs.
- Support the Estates Maintenance Manager in their duties by working flexibly and in line with College opening hours and the demands of the College customer base. This may require evening or weekend work across multi sites.
- To ensure all work is performed in a safe manner at all times.

KEY ACCOUNTABILITIES

- To undertake repairs to all joinery related items across all campus locations including doors, door frames, window frames, partition walls, skirting boards, roof equipment (ceilings), flooring and ironmongery.

- To replace and repair broken windows / glazing.
- Maintain and repair all locks located across all College sites; where required arrange access through force or persuasion but without damage.
- Assist in classroom / college refurbishment undertaking all joinery work required.
- To ensure all work undertaken is completed with due regard for quality, productivity and safety.
- Assist in snagging work completed by external contract staff.
- To construct and install as and when required cupboards, shelving, fencing, carcasses and simple form work.
- As and when required build / remove stud walling and partitions.
- To ensure all work undertaken is in line with appropriate Statutory Legislation and specifically in accordance with the latest Building Regulations.
- To ensure all joinery maintenance activities are completed
- To support other Estates staff in the execution of their duties, this includes Electrician, Painters and Estates Technicians.
- Provide cover for absence of colleagues where appropriate.
- To carry out other duties assigned by your line manager in connection with the college operational requirements.
- Where required assist other team members in the completion of their tasks/activities.
- When required, open or close a College site to allow access / egress.
- To ensure all PPE used is safe, fit for purpose, well maintained and utilised.
- To be proactive in carrying out duties in accordance with Health & Safety at all times.
- To ensure all machinery / equipment is tested in accordance with statutory legislation and guidelines prior to use.
- To respond in emergency situations implementing repairs/maintenance to make secure.
- To act as a First Aider and Fire Marshall (on completion of any probationary period)

GENERAL RESPONSIBILITIES

- To work at any of the College sites on a temporary or indefinite basis.
- To undertake such duties as are reasonably allocated, appropriate to the grade of the post.
- To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- Undertake such other duties as may be reasonably required.



Person Specification

Post Title: Maintenance Joiner Post Ref: 5995

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude Ability to prioritise daily activities and demands. Organised approach to problem solving. Ability to act on own initiative, deal with problems as they arise. Can work individually or as part of a team. Good communication and inter-personal skills. Competent IT skills, Microsoft Office. A good understanding of Health and Safety within the workplace.	✓ ✓ ✓ ✓ ✓ ✓	✓
Qualifications and Training City & Guilds Advanced Craft in Joinery or equivalent. Time Served Apprenticeship. Minimum Level 2 Maths and English. Manual handling trained. Working at Heights qualified. First Aid qualified.	✓ ✓ ✓ ✓ ✓	✓
Experience Working in a College / School environment. Substantial joinery experience. Undertake 1st fix and 2nd fix joinery activities.		✓ ✓ ✓
Disposition To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. To uphold British Values, the college values and responsibilities with regard to equality and diversity. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	✓ ✓ ✓	



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