CHURCHILL COLLEGE

Job Title: Maintenance Assistant (Experienced)

Department: Maintenance

Responsible to: Maintenance Manager

Introduction

Churchill College is one of the thirty-one Colleges of the University of Cambridge and was founded in 1958 as the national memorial to Sir Winston Churchill. The Colleges provide a key proportion of student teaching: small group tutorials, known as supervisions, and residential, social and welfare facilities. Every student at Cambridge University must be a member of a College.

The College includes the Churchill Archives Centre which conserves and houses the major Churchill collection, the Thatcher papers and over 500 other important 20th century collections of papers. The College also owns the Møller Centre, situated on the main College site, which offers training and conference facilities and accommodation throughout the year in a purpose-built building provided by the Danish entrepreneur, A P Møller, in 1991.

The College has about 140 Fellows, 220 postgraduates working for a higher degree or diploma, and 410 undergraduates working for a first degree. Out of term the College provides accommodation and other facilities for residential and non-residential conferences.

The Maintenance Department deals with the maintenance of the buildings and equipment of the College and all of its associated buildings, both on site and external. The Department maintains all support services within the College and provides emergency assistance in the event of any breakdown of those services.

Duties and Responsibilities

The Maintenance team consists of 12 staff of varying trades and it is expected that the Maintenance Assistant (Experienced) will undertake the following duties:

- Carry out general maintenance jobs including painting, decorating, tiling, brickwork and plastering.
- Carry out more major bricklaying work (e.g. build new wall)
- Carry our more major plastering work (e.g. plaster large areas)
- Self manage small refurbishment and redecorating projects.
- Carry out repairs as required.
- Carry out independently tasks of other trades, e.g. plumbing, carpentry, roofing, where appropriate.
- Working with other trades in carrying out routine maintenance as and when required, which will involve occasional working at heights.
- Any other reasonable duties as may be requested by the Maintenance Manager.
Training and Development

Additional training will be provided where appropriate in order to remain up-to-date with current legislation and practice, or which is identified as necessary in relation to their work.

Health & Safety

All staff must adopt a responsible attitude towards health and safety and comply with any procedures required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety.