



University of Oxford  
**St Edmund  
Hall**

**CARPENTER**  
**Job Description and Further Particulars**

**1. The College**

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13<sup>th</sup> Century, making it one of the oldest education institutions now within the University of Oxford.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects. The Hall offers a matchless chance to live in the heart of Oxford, be taught by tutors of recognised distinction in their fields and to enjoy being part of an energetic and varied community. At present, the College is comprised of approximately 70 Fellows, 376 undergraduate and 315 graduate students in addition to administrative and domestic staff. Our undergraduates come from all backgrounds and include students from the UK and the world. The graduate population is an equally diverse body of students studying a wide range of subjects at Masters and Postdoctoral level.

Further information about the College can be found by visiting [www.seh.ox.ac.uk](http://www.seh.ox.ac.uk).

**2. The Estates Department**

The Estates Department is led by the Estates Manager who reports to the Domestic Bursar and further consists of the Deputy Estates Manager, two outside property Wardens, a Plumber, a Carpenter, four General Maintenance Assistants, and the College's Boathouse Operative who undertake the majority of preventative and reactive maintenance and help to keep our historic buildings and gardens in the best condition. When required, the department contracts out work to specialist companies.

Our first year students are accommodated on the main Queen's Lane site. Just five minutes' walk away, across Magdalen Bridge, the Tamesis building houses around 45 of our undergraduates. From July to September, the guesthouse is open to paying guests offering single, twin, double and family rooms with en-suite facilities. Our newest accommodation opened in 2004, located in East Oxford is the William R Miller Building and is also close to the main Queen's Lane site. This is home to 55 students who all live in en-suite rooms. Our Norham Gardens properties are located in leafy North Oxford some 15 minutes' walk from the College across the University Parks. These Victorian houses are very popular with our finalist students.

The department is customer facing and engages with the complete collegiate body and external stakeholders so professional standards combined with an approachable attitude are essential requirements. Working across a number of locations the Estates Department operatives travel to

and from various locations carrying out repairs and projects as well as collecting and delivering materials

### **3. About the Post**

Reporting to the Estates Management, this is a technical position and offers the opportunity to work within a small and friendly in-house maintenance team.

Our team play a key role in repairing, maintaining and improving the wide and diverse range of College buildings, facilities and infrastructure, some of which are of historic significance. This position will ideally suit an experienced carpenter/joiner, who also has a broader skillset encompassing other aspects of general buildings maintenance.

On a day-to-day basis, the Carpenter will work directly with members of the maintenance team, other College staff and a variety of specialist contractors. More generally, the Estates Department provides maintenance support to buildings and facilities that are occupied by Fellows, Tutors and Students, with whom the Carpenter will have regular contact during the course of their duties.

The workload of the maintenance team is both varied and diverse and can range from small repairs through to extensive refurbishment projects. This can at times be demanding and will require sound judgement, good personal organisation skills and a degree of flexibility.

### **4. Main Duties and Responsibilities**

The duties of the Carpenter will be to provide an efficient and effective reactive maintenance and repair service across the entire College estate, typically:

- Repair and renewal of doors including door furniture and locks.
- Repair/replacement of glazing/broken windows.
- Making and installing shelving units, small items of furniture and notice boards.
- Internal and external joinery repairs and replacements.
- Repairs and installation of kitchen and shower units.
- Installation of curtain tracks and blinds.
- Installation of plasterboard/wet wall.
- Making signs and other items using our CNC machine, current exercise under way to upgrade all college signage led by the college carpenter.
- Ensure carpentry stock levels are replenished.
- Undertake any general building duties e.g. basic tiling, plastering, painting, minor electrical repairs
- Attending mandatory training courses when required and to keep current with changing regulations within the building industry.
- Ensure that College and statutory health and safety regulations are complied with at all times, accidents are reported immediately to the Estates Manager and/or Deputy Estates Manager and recorded in the Accident Book and ensure any chemicals are used and stored appropriately.
- Ensure safety at all times when working at height i.e., on ladders or scaffold towers.
- To be vigilant at all times and report any suspicious activity to the Estates Manager and/or Deputy Estates Manager and Lodge Porters.
- Ensure College uniform including safety shoes, high visibility clothing and safety helmet (when required) is worn at all times.
- To be prepared to drive the College vehicle when required i.e., between sites, to the local waste recycling centre and collection/delivery of furniture etc.
- To be prepared to participate in the College's out of hours on call rota (approximately one week in seven) after successful completion of probation.

- To be prepared to carry out such other tasks as may reasonably be required of the whole team i.e., moving furniture and preparing for any College events i.e., the College ball and Christmas Carol Service.

The above is not an exhaustive list of duties and the post-holder will be expected to perform different tasks as necessitated by the changing role within the College's organisation and objectives. This job description may be reviewed periodically in conjunction with the post-holder and the requirements of the College.

### **Further Information**

It is essential that College uniform/protective clothing is worn at all times while on duty and that a smart appearance is maintained. It may be a requirement of the job to provide cover at other sites owned by the College. Some weekend working may be required for which time off in lieu will be allowed at the discretion of the Estates Manager and/or Deputy Estates Manager.

## 5. Selection Criteria/Person specification

Requirements	Essential and desirable criteria	
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<b>Education/qualifications</b>		
A good general standard of education.	√	
Hold a recognised carpentry/joinery qualification e.g. City & Guilds, NVQ Level 2.	√	
<b>Experience</b>		
Proven operational experience as a carpenter.	√	
Experience of a wider skillset in other aspects of building maintenance.	√	
Proven experience of planned and preventative maintenance programmes.		√
<b>Skills, Competencies and Abilities</b>		
Excellent interpersonal and customer service skills, with the ability to work independently as well as part of a wider team.	√	
Confident written and communication skills, with the ability to deal confidently with all relevant stakeholders including students, Fellows and colleagues.	√	
Good IT skills appropriate to a Windows-based office and the preparedness to learn new applications as required i.e., the online service desk for planned and reactive maintenance.	√	
Have a good attention to detail and accuracy and be able to follow instructions from start to finish.	√	
A flexible and adaptable attitude towards duties and hours, and the ability to adapt to ever-changing priorities.	√	
Able to read, understand and work from drawings and technical specifications.	√	
Able to work at heights from ladders, towers or scaffold/mobile platforms.	√	
Hold a full, clean driving licence and be prepared to drive the College vehicle.	√	
An awareness of the Health and Safety at Work Act and a willingness to undertake further training as required.	√	
Hold a First Aid at Work certificate.		√
Hold a recognised Health and Safety certificate(s).		√
Experience and/or understanding of the sensitivities and considerations of working within historic buildings.		√
Experience of or be willing to train to use a CNC machine.		√
<b>Personal Skills</b>		
Very friendly, helpful and approachable with a good sense of humour and a willingness to assist colleagues and students across the College.	√	

## 6. Terms and Conditions

Appointment:	This is a full-time, permanent post working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	The salary reflects the University Scale at Grade 5 (currently £28,759 to £33,966 per annum). However, the College is an independent employer and does not automatically apply the University of Oxford employment terms and conditions or policies. Appointments are normally made to the bottom point of the grade. The starting point will depend on experience, and advancement up the scale is based on merit.
Call-out:	One week in every seven (approximately), seven to eight times per year for which an additional sum of £297.50 is paid for each week on call.
Hours of Work:	Normal hours of work will be 40 hours per week, usually 08.00 to 16:30, with a 30-minute lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days (inclusive of bank holidays). The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Carpenter may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Estates Management.
Meals:	Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan, access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service) and free annual flu vaccination.
Pension:	The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.
Parking:	Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment.

## 7. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees;
2. A current CV;
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk) by **GMT 09:00 on Friday, 12 April 2024**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held on Monday, 22 April 2024 in Oxford.

Informal enquiries about the post should be directed to [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk).

### **Equality of Opportunity**

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### **Recruitment Monitoring**

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk).

### **Notes**

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*

