



## CAMPBELL COLLEGE

EST 1894

### JOB DESCRIPTION

<b>Title of Post:</b>	Joiner/ Maintenance Operative
<b>Responsible to:</b>	Bursar, through the Buildings Manager
<b>Location:</b>	Campbell College
<b>Hours of Work:</b>	40 hours per week Monday 8.00am - Thursday 4.15pm & Friday 8.00 am - 3.45pm
<b>Salary:</b> experience	Equivalent to NJC Scale 9-12, dependent on qualifications and (currently under review)

### Job Summary

Working as part of the Maintenance Team, to provide response maintenance and planned maintenance service to the College as a whole, including Junior School and Boarding.

Some of the main duties and responsibilities include:

- ❖ General joinery tasks e.g. repair to doors and frames; fitting of windows and doors; ironmonger; fitting of shelves and noticeboards; repairing stud walls; small roof repairs; cupboard door replacement and repairs; skirting and architrave repairs/ replacement; wooden floor repairs etc.
- ❖ Other tasks as reasonably requested: e.g. painting, general building repairs; cleaning gutters, gullies, roofs; de-icing of roadways.
- ❖ To have due regard for the standard and cleanliness of the buildings and grounds of the College.
- ❖ Monitoring and conducting maintenance Health & Safety programmes - e.g. Legionella water flushing; emergency light testing; fire call point testing, fire escape checks; emergency lighting checks and repairs etc.
- ❖ Driving of College vehicles on campus and external to the College if required.
- ❖ To assist with the administration of inventories and to ensure the timely requisition of hardware; materials; components; equipment and supplies used by the Maintenance Department, including deliveries checks.
- ❖ To pro-actively report any defects, maintenance, or safety issues.
- ❖ Maintain hand tools, equipment and machinery in good working order.

- ❖ To assist in maintaining and developing working systems.
- ❖ Attendance at appropriate staff meetings, as and when required.
- ❖ To assist external contractors if requested.
- ❖ To attend, undertake and comply with any training given (professional development) internally, or externally.
- ❖ To undertake any other duties, commensurate with abilities, to ensure the smooth running of the College.

This position will require an enthusiastic, conscientious individual with flexibility and initiative. An outgoing personality and the ability to meet with a variety of people at all levels and undertake a variety of tasks, working alone and/or as part of a team.

### **Essential Criteria:**

- ❖ Time served joiner with both workshop and site experience.
- ❖ NVQ, or City & Guilds qualification, or equivalent e.g. time-served.
- ❖ Experience of new build and maintenance joinery tasks.
- ❖ Experience of using appropriate workshop machinery.
- ❖ Ability to work pro-actively with minimal supervision.
- ❖ Full driving licence.

### **Desirable Criteria**

- ❖ Electrical experience to allow minor electrical works and repairs to be undertaken.
- ❖ Plumbing experience to allow minor plumbing works and repairs to be undertaken.
- ❖ General building experience i.e. bricklaying, plastering, painting to allow minor general building works and repairs to be undertaken.

Completed Application Form and Monitoring Questionnaire should be returned to:

The Bursar's Secretary  
Campbell College, Belmont Road, Belfast, BT4 2ND  
[drae429@c2kni.net](mailto:drae429@c2kni.net)

**Closing date: 12 noon on Friday, 25<sup>th</sup> June 2021**

Late applications will not be accepted