



THE COLLEGE OF ST GEORGE, WINDSOR CASTLE

ST GEORGE'S CHAPEL

Job Description

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| Job Title: | Building Maintenance Operative/Craftsperson (40 hours per week, full time) | Date: | June 2022 |
| Reports to: | Clerk of Works | Department: | College of St George, Works Department |
| Location | St George's Chapel, Windsor Castle | | |

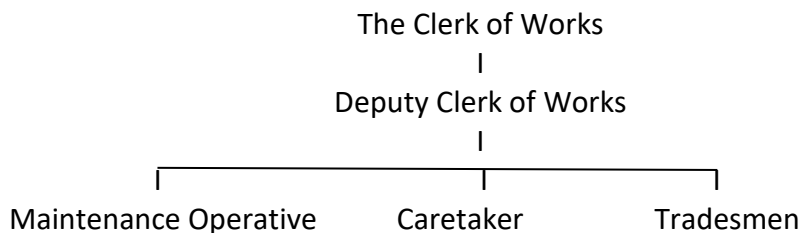
1. PURPOSE OF THE JOB:

All matters relating to maintenance works, small projects and historic building conservation required within the College of St George (including St George's Chapel), as part of the reactive and planned programme of maintenance to the fabric of the buildings within the College.

The role will include odd jobs that require knowledge and experience of all building trade disciplines that relate to the day-to-day maintenance needs of the College.

A supporting role within the College in the provision and assistance of furnishings movement and general portorage.

2. ORGANISATION CHART:



3. JOB CONTEXT:

The College of St George is administered by the Dean and Canons of Windsor. Through the Canon Steward, the Works Department is responsible to the Dean and Canons. It undertakes the day-to-day upkeep of the College buildings (including St George's Chapel) to the highest possible level, maintains the services necessary for the community to function properly and provides portering assistance when required, which can involve heavy lifting.

4. JOB & CONTENT:

Given the nature of the College and the fact that its Works Team is very small, the job entails all elements of maintenance including, and not limited to, carpentry, brickwork, plumbing and attending generally to a whole range of tasks to maintain the College.

For events within the College and residential moves, an element of time is devoted to portering, general caretaking and sundry other odd jobs when the need arises.

Out-of-hours work will sometimes be necessary, as well as emergency call-out cover.

5. PLANNING & ORGANISING:

The planning and organisation for this post arise from direction, help and advice given by the Clerk of Works in relation to the particular tasks in hand. However, the employee is to be self-motivated and encouraged to exercise their initiative in the exercise of skills to plan and organise the tasks given, and to offer comments arising out of their own expertise, as appropriate, to secure the best possible result.

The holder of this appointment must be conversant with the Dean and Canons' Health and Safety Policy, and they are obliged to abide by it.

6. DIRECTION RECEIVED/GIVEN:

On a day-to-day basis, tasks are allotted by the Clerk of Works, who will offer advice and direction, as appropriate.

7. WORKING CONTACTS:

The Building Maintenance Operative/Craftsperson works closely with the Clerk of Works in the prioritising, planning and execution of all tasks necessary for the proper functioning of the Chapel and community.

8. PRINCIPLE ACCOUNTABILITIES:

The Building Maintenance Operative/Craftsperson is directly accountable to the Clerk of Works and indirectly to the Dean and Canons through the Canon Steward.

9. KNOWLEDGE & EXPERIENCE:

Multi-skilled with experience of all construction trades.

Working knowledge or understanding of the principles and methods of traditional building conservation.

A good understanding of current Health and Safety legislation.

10. ADDITIONAL INFORMATION:

In the absence of the Clerk of Works, the applicant might be required to act as his deputy with the direct supervision of staff and works. It is also a requirement that the applicants provide their own hand tools.

A salary in the region of £31,000 per annum is envisaged for the right candidate.

Any offer of employment is subject to satisfactory references and security clearance.

Applications should be addressed to:

The Chapter Office, The Cloisters, Windsor Castle, Berkshire SL4 1NJ

or emailed to: chapteroffice@stgeorges-windsor.org