

Handyman
The Honourable Society of the Middle Temple - City of London
Permanent
Salary £18,000 to £21,000 plus excellent benefits

The Middle Temple

The Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and amenities. Middle Temple also owns and manages a substantial heritage estate including an Elizabethan Great Hall, the historic Temple Church (owned jointly with the Inner Temple) and various surrounding buildings housing barristers' chambers from which the Inn derives the majority of its income.

The role

We are looking for a Handyman to join our small in-house Works Department undertaking maintenance to historic buildings.

The successful candidate will be able to carry out general building repairs including painting and plumbing as well demonstrate the necessary relevant experience and expertise. We are looking for someone to be self-driven and who can work with minimal supervision but also work as part of a small team. You will be experienced in dealing with all kinds of repairs and dealing with customers.

The benefits

Excellent benefits include:

- 12% of salary employer pension contributions
- Interest free travel loan
- Free lunch
- Generous holiday allowance
- Private Medical Insurance
- Life assurance

Applications

For further details of the duties and responsibilities of the role and/or to see if you meet the requirements please see attached job description.

If you wish to apply please send your CV along with a covering letter explaining why you want to work for Middle Temple and in this role in particular to recruitment@middletemple.org.uk. The closing date for applications is **25 November 2014**.

The Inn is an equal opportunities employer and welcomes applications from qualified candidates from all sections of society and all backgrounds.



JOB DESCRIPTION

Job Title:	Handyman
Department:	Works/Estates
Reporting to:	Head of Facilities
Location:	Carpmael Building, Middle Temple Lane, EC4Y 7BT
Hours:	8.00am to 4.30pm Monday to Friday
Duration:	Full Time Permanent
Job Purpose:	Responsible for general building repairs, making good, painting and decorating, minor plumbing tasks.

Key Responsibilities:

Specific Duties:

- Undertaking making good and redecoration following remedial repairs completed by the Works Department. This will include painting, and other general building type repairs.
- Undertaking general repairs to fixtures and fittings, including locks, hinges and window furniture. Experience of carrying out basic remedial repairs to sash windows would be advantageous.
- Undertaking minor plumbing repairs and when necessary assisting the Inn's Plumbers on more complex works or to cover staff shortages.
- Assisting the Facilities department in the testing of fire alarm systems throughout the Inn. This may be daily tests, but can also require an active involvement in fire evacuation drills.
- Reading and collating gas, water and electrical meter readings on a monthly basis.
- Assisting all other trades as and when required. This will include being trained to erect the Inn's scaffold tower.
- Operation of the Inn's 'Cherry Picker' for which initial and ongoing training will be provided.
- Maintaining sufficient paint stock to ensure that decorations can be reinstated with minimal delay.

- Carrying out any other tasks that are considered within the skill level and training of a Handyman.

Personal Specification

	Essential	Desirable
Background/experience	<p>Knowledge of materials and working practices as they relate to buildings.</p> <p>Reasonable amount of experience in a similar 'Handyman' type role in a general building and/or Estate related environment.</p> <p>Ability to undertake repairs to plaster moulding.</p> <p>Ability to paint and decorate to a good standard.</p> <p>Ability to turn hand to any task, whether it involves plumbing, carpentry and minor roof works.</p>	<p>Knowledge and experience of working on Listed Buildings.</p>
Skills	<p>Good communication skills, with the ability to communicate effectively to people of all levels.</p> <p>Good organisational skills and time management skills.</p>	
Personal qualities	<p>Ability to work flexibly and to carry out any other reasonable duties in line with the post as may be required from time to time.</p> <p>Ability to operate effectively as part of a small team and get on with people of all levels.</p>	

	standards.	
Training/Qualifications		Manual handling certificate

Important:

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

I have read and agreed this job description

Name.....

Signature.....

Date..... Line Manager

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