



## **Plumber (Estates - Works Department)**

**The Honourable Society of the Middle Temple - City of London**

**Salary - Circa £23,000 plus excellent benefits**

**Fixed Term Contract: 6 months**

The Honourable Society of the Middle Temple is seeking an experienced Plumber to join our small in-house Works Department undertaking maintenance to historic buildings within the Middle Temple, located in London, EC4.

Steeped in history, Middle Temple is one of the four Inns of Court and a professional membership organisation responsible for the training and qualification of barristers. It also manages a large heritage estate in central London from which barristers practice. Together with the other Inns of Court, it collaborates closely with organisations such as the Bar Council and Bar Standards Board in supporting the profession of the Bar.

The Estates Department is responsible for the maintenance, management and strategic development of Middle Temple's historic estate.

You will work closely with the Head of Facilities and existing Works team to deliver the highest quality service to our tenants, both professional and residential, and our members.

The successful candidate will have City & Guilds 6189 Level 3 qualification or an equivalent recognised time served apprenticeship qualification. They will also be able to 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.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Sophie Frankis at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for receipt of applications is **Sunday 20<sup>th</sup> March 2016**.



## **JOB DESCRIPTION**

<b>Job Title:</b>	Plumber
<b>Department:</b>	Estates - Works Department
<b>Reporting to:</b>	Head of Facilities
<b>Tenure:</b>	Fixed Term Contract – 6 months
<b>Line manages:</b>	There is currently no line management responsibility.
<b>Location:</b>	Middle Temple, London, EC4Y 9AT
<b>Job Purpose:</b>	To maintain the Inn's Plumbing Services

### **About the Middle Temple**

Middle Temple is one of the four Inns of Court, responsible for the training and qualification of barristers. It also manages a large commercial estate within the City of London from which barristers practice. Other facilities of the Inn include an Elizabethan Dining Hall, meeting rooms, a renowned legal library, a large garden, and the historic Temple Church. The Inn has approximately 7,000 practising members (mainly barristers and judges) and about 500 students of various nationalities studying for the Bar.

### **Duties expected**

1. Identification and repair of plumbing faults that arise on a day-to-day basis. This includes domestic hot and cold water systems, waste & soil drainage and surface water drainage above and below ground.
2. Undertaking the installation of new plumbing systems where necessary. This may include working in conjunction with outside contractors or overseeing installations by others.
3. Advising contractors on the modification of existing systems and undertaking inspection and testing on completion.
4. Maintaining sufficient stock plumbing items to ensure the smooth and efficient running of the Plumbing section.
5. Assisting specialist mechanical contractors in the installation of components to the Inn's boiler plant.
6. Assisting the Senior Plumber to ensure that appointed contractors maintain accurate records of boiler servicing and repair.

7. Responsibility for programming and planning of plumbing work, in consultation with the Senior Plumber.
8. Setting out pipe work for new installations from supplied drawings.
9. Providing temporary supplies for functions and events held within Middle Temple Hall and surrounding gardens. This includes stand-by duty at certain events e.g. Inns of Court Summer Ball.
10. Carrying out faultfinding and minor repairs to catering equipment located in the Hall kitchens. These are usually repairs required at short notice, which fall outside a standard maintenance contract.
11. Undertaking periodic inspection of all fire hydrants located within the Middle Temple and carrying out any necessary remedial repairs.
12. Undertaking routine cleaning and maintenance of the surface water gullies situated within Middle Temple.
13. Resetting heating boilers, gas pumps and pressurisation units to central boiler plant after power failures.
14. Assisting the Inn's electrical staff in the repair and installation of domestic electrical hot water systems and shower units.
15. Undertaking all other plumbing works, not previously specified above, as directed by the Estates Office.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	City & Guilds 6189 Level 3 qualification or an equivalent recognised time served apprenticeship qualification	
<b>Background /Experience</b>	Sound knowledge of traditional plumbing materials and methods.  Experience of working on Listed Buildings.	
<b>Skills</b>	Must be able to work with all forms of lead. This will include, Lead burning, repairing ornamental lead work, casting ornamental lead moulds, formation of pipe sections, jointing pipes and sheet lead work to roofs etc. Copper brazing and metal welding.  Sheet copper and zinc work  Knowledge of both domestic and commercial heating and Air-conditioning plant.	
<b>Personal Qualities</b>	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.  Ability to operate effectively as part of a small team and get on with people of all levels.  Methodical and highly organised.  Calm under pressure, patient and measured  Collaborative, co-operative and able to make and sustain positive relationships with colleagues at management and other levels  Able to win trust and respect of colleagues	

**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.