FIRE, HEALTH AND SAFETY SUPPORT ASSISTANT

Job Description

Gonville and Caius College has a colourful history and it owes its unusual name to the fact that it was founded twice. It was first founded in 1348 as Gonville Hall by Edmund Gonville, the rector of Terrington St Clement in Norfolk. Our second founder, John Keys, decided to take a Latin form of his name, Caius (but still pronounced Keys). Caius was a student at Gonville Hall before studying medicine at the University of Padua. Gonville Hall survived on modest means until Caius returned to find his old college in a dilapidated state. Caius set to work extending the College buildings and he re-established the College in 1557.

The College is located on two main sites, Trinity Street in the centre of Cambridge and Harvey Court on West Road. Administrative, catering and residential accommodation is in the main College buildings in Trinity Street. Harvey Court provides additional student accommodation. The college also owns a significant number of external properties around Cambridge that also accommodates both graduates and undergraduates.

Responsible College Officer: The Operations Director

Responsible to: The Head Porter

Supervisor responsible to for fire safety: Deputy Head Porter

Supervisor responsible to for health and safety: Estates Health and Safety Co-ordinator (EHSC)

Responsible for:

The Fire, Health and Safety Support Assistant will have special responsibility for all College buildings in relation to fire statutory compliance and will provide health and safety assistance to the EHSC.

Fire Safety Duties:

- To carry out monthly checks of fire safety equipment.
- To carry out mandatory weekly fire alarm testing on all College properties and sites.
- To carry out mandatory monthly emergency light testing in all College properties and sites.
- To carry out minor maintenance on fire safety equipment (including extinguishers, and fire blankets).
- To advise the Head Porter on faults with fire alarm and emergency lighting systems in all College properties.
To assist in accurately maintaining College Fire Logs and associated paperwork.
To liaise as necessary with internal departments and external contractors to ensure the serviceability of all active fire safety systems and equipment.
Any other reasonable duty required by the Head Porter.
To undertake further training if required.

Health and Safety Duties

- To carry out annual 3 hour emergency light testing in all College properties and sites.
- To assist the EHSC in Portable Appliance Testing (PAT) of College and students portable electrical appliances as per statutory and local requirements.
- To carry out six monthly and annual ladder and step stool checks.
- To assist the EHSC with the quarterly College meter readings.
- To assist in accurately maintaining working at height inspection records, portable appliance testing documentation and emergency lighting records.

General Duties

- Any other reasonable duty required by the Head Porter.
- To undertake further training if required.

Skills and Experience:

- Minimum of 12 months experience in a fire safety related environment.
- Good organisational skills and able to plan and execute work schedules and routines.
- Good communication and interpersonal skills.
- Good IT skills including Microsoft Office suite and experience of use of computerised systems.
- Implementing fire safety precautions.
- Administration and accurate recording of data.
- Flexible approach & accepting of change.
- Able to work with minimum supervision.

Salary
The salary for the post is £19,052 per annum for a 30 hour working week.

Hours of Work:

As agreed with the Head Porter, but expected to be between 8.30am – 4pm to a maximum of 30 hours per week covered over a five day period.

General
The appointment will be subject to a six-month probationary period. The annual leave entitlement is 33 days (including Bank and public holidays). A free meal is provided for staff whilst working more than 4 hours per day. The College automatically enrols eligible staff into the Universities career Revalued Pension Scheme from the first day of employment. The College provides Medicash, a medical cashback scheme, which gives cashback for such things as dental and optical treatment, prescriptions and complementary therapies. A subsided gym is available on site.

Health and Safety
All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their
colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Completed applications forms should be returned to:

The Personnel Officer  
Gonville & Caius College  
Cambridge  
CB2 1TA  
Email: jobs@cai.cam.ac.uk

The closing date for applications is midday on Thursday 21st March 2019

The DPS for applicants is here: https://www.cai.cam.ac.uk/data-protection-job-applicants