

## JOB DESCRIPTION

- Post:** **Stained Glass Conservator**
- Responsible to:** The Stained Glass Conservator reports directly to the Director of the Stained Glass Studios, or in their absence and for day to day matters to the Senior Conservator and Assistant to the Director of the Stained Glass Studios.
- Summary of post:** Using their knowledge of glass conservation, assist the Studio in providing a full conservation service to the Cathedral and other clients.
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### PRINCIPAL TASKS

- Carry out all areas of conservation work as directed, following the rules of the Studio.
- Produce written and diagrammatic conservation records.
- Carry out all tasks associated with other work of the Studio, e.g. dismantling, glazing, cementing.
- Assist with off-site work, which may include period of overnight accommodation away from Canterbury.
- The position holder should expect to work in dusty, dirty, cold and wet conditions, however appropriate protective clothing will be provided.
- To have a flexible approach to working times.
- To take reasonable care for the health and safety of yourself and other people who may be affected by what you do or do not do at work.
- To use all equipment in accordance with your training and instructions and report to your Manager any defects in plant, equipment or premises that could present a risk to health and safety.
- To attend training sessions as and when required.
- As an employee of the Dean and Chapter of Canterbury to fully endorse, understand and exercise the roles and responsibilities contained within Canterbury Cathedral's Health and Safety policy which is set out in the Staff Handbook.
- To carry out any reasonable task that may be required by the Dean and Chapter.

## PERSON SPECIFICATION

The personal specification below indicates the qualifications, experience, knowledge and skills required to undertake the role effectively.

### ESSENTIAL KNOWLEDGE AND SKILLS

- Accomplished Stained Glass Conservator able to carry out all facets of the craft including, setting out, glazing, leading up, record keeping and conservation.
- Experience in work on historic buildings.
- Experience in removing and installing glazing.
- Up to date with construction site Health and Safety especially COSHH.
- A full UK driving licence and able to drive the large studio van (Citroen Relay) – training will be given.
- Experienced in the use of IT, especially Microsoft Word and Excel and adobe suite.
- Understanding of and sympathy with the aims and purposes of the Cathedral, its mission and ministry.
- Holder of a CSCS card or is willing to undertake training to gain a CSCS card.

### DESIRABLE KNOWLEDGE AND SKILLS

- Accredited Conservator – Restorer with the Institute of Conservation (ICON).
- BTEC Higher National Diploma in design architectural stained glass or equivalent.
- PASMA trained
- First Aid trained

### PERSONAL ATTRIBUTES

- Able to work as part of a team and accept responsibility.
- Self-motivating and able to work both independently and collaboratively with internal and external contacts and colleagues.
- Sufficiently fit and active enough to fulfil the requirements of the position which involve working with lead and working from height.
- Satisfactory blood lead level results.
- Able to work flexible and extended hours when necessary.
- Able to work at other sites away from Canterbury.



## **LOCATION**

Canterbury Cathedral Precincts (CT1)

## **GRADE**

In accordance with the Dean and Chapter's Stained Glass Craftsperson pay scale and dependent upon qualifications and experience.

£ 23,428 to £ 29,347 per annum – DoQE

## **EQUALITY STATEMENT**

The Dean and Chapter recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with the post holder, by, or on behalf of, the Head of the Department, without change to the level of responsibility appropriate to the grading of the post.