



## Job Description

<b>Job Title:</b>	<b>Carpenter and Joiner</b>
<b>Responsible to:</b>	<b>Head of Maintenance</b> ( <i>dotted line to Building Fabric Supervisor</i> )
<b>Department:</b>	<b>Maintenance</b>
<b>Last reviewed:</b>	<b>June 2022</b>

### Job Outline & Purpose

The post of Carpenter and Joiner is a full time position and involves core working hours of 38.75 hours, exact times of working to be allocated by the Head of Maintenance. In addition to these core working hours, the post holder will be required to work reasonable additional hours as are necessary for the proper performance of their role. This may include working early mornings, evenings and at weekends, especially on special event days.

The primary objective of this role is to provide support to the School in all aspects of Carpentry and Joinery. The duties of this post will include lifting, manual handling and working at heights, therefore the post holder should be familiar with the procedures required for these areas. He/she will also be required to hold a full driving licence and be able to drive a small truck/van.

Please note that all duties undertaken by the post holder must be carried out efficiently, effectively, within deadlines and to standards acceptable to the School's management team.

### Key Responsibilities & Duties:

The post holder will be required to undertake the following duties:

- to manufacture, construct and erect to required standards, furniture, fixtures and structures using wood or similar materials;
- to undertake the appropriate repair of items such as; furniture, fixtures, structures, windows, glazing, doors, locks, ironmongery, floors, and plasterboard, etc.;
- to erect signage boards as directed and as appropriate;
- to provide assistance with:
  - the maintenance of appropriate, accurate and up to date records;
  - planning
  - design
- to manufacture, construct and erect items for associated departments such as Drama, Events and summer school;
- to ensure and to provide safe access to any work area;
- to ensure that the School complies with current Carpentry/Health and Safety Regulations, and to ensure any area/workshop in which the post holder has been working is left in a safe, clean and tidy condition;
- to ensure that all tools and equipment are used and maintained correctly;
- to use any assistance provided appropriately and in accordance with Health and Safety Regulations;

## General Duties:

- to maintain a code of confidentiality commensurate with the role;
- to maintain appropriate, accurate and up to date records of work undertaken and materials used;
- to monitor and report any Health and Safety issues identified during visits to allocated areas, or any other School area and to ensure relevant action is taken;
- to remain up-to-date with all appropriate practices and regulatory requirements within your allocated areas of responsibility and to undertake duties in line with established Haileybury practices and protocols;
- to undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role;
- to ensure that all completed works are reported to the relevant persons through the completion of job sheets, for example;
- in conjunction with the Maintenance Manager and the Maintenance Supervisors to design and implement efficient and effective working systems and to review and improve such systems over time, as required;
- to make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way;
- to drive School vehicles in pursuance of your duties at the School, as requested and as authorised under any School transport scheme, or similar. In addition, to undertake any required training to enable you to drive School vehicles and to provide to the School all such documentation as required to ensure that you are properly authorised under any School transport scheme, or similar, to drive School vehicles;
- to receive and deal with all correspondence, including, telephone calls and Emails, in an appropriate manner;
- to establish and maintain effective communication channels and efficient/effective working relationships with other members of the Maintenance Department, School personnel, and School customers and School suppliers;
- to keep the management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame;
- to at all times carry out duties in a safe manner, so as not to endanger the post holder or others. If the post holder considers something is unsafe or likely to cause injury or ill health, they must report it to the Deputy Maintenance Manager or Maintenance Manager. The post holder should read and understand the Haileybury Health and Safety Policy, which will be made available at their place of work.
- to undertake responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes appropriate use of computer IDs and passwords.
- to undertake such other duties which may from time to time be necessary/compatible with the nature of the post and/or are required to ensure the smooth running of the Maintenance department, the Estates function and the School. This job description will be reviewed from time to time and will be adjusted/changed, as necessary;
- to assist in other areas of work within the School which are within your skills and capabilities, as reasonably requested;
- to undertake your responsibilities to promote the safety and wellbeing of children and young people.

It should be noted that the above list of duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Haileybury requires its employees to take a flexible approach to working and encourages team working between different departments. Therefore, throughout their career at the School, the post holder will be required to undertake any duties as required by the Director of Estates, Deputy Director of Estates Maintenance Manager, Operations Manager, Deputy Operations Manager & Estates Office Manager or the Estates Bursar which fall within their capabilities and which are in accordance with the usual practice of an independent boarding school or a Maintenance department.

## **Person Specification**

### Essential Experience

- Experience within a building or building fabric environment

### Essential Skills

- A sound knowledge of relevant Health and Safety protocols
- A sound knowledge of Construction (Design and Management) Regulations 2015
- Able to communicate effectively and appropriately
- Ability to understand and operate within a school environment
- Well organised with the ability to prioritise work to deadlines and under pressure, whilst at all times providing a safe working environment which adheres to Health and Safety best practice
- Ability to work in a team and individually, using own initiative
- Excellent communication and interpersonal skills at all levels
- Accurate with an eye for detail
- Good numeracy and literacy skills
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed

### Essential Qualifications

- Trade training/apprenticeship NVQ and or City and Guilds or equivalent relevant experience

### Desirable Experience

- Experience of working in a school or other educational environment
- Proven experience working on large estate with listed buildings

### Desirable Qualifications

- First Aid qualification
- Workshop machinery competence. Setter/ operator

## **Child Protection at Haileybury**

In addition to their job description, the post holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

## **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to comply with health and safety requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause

injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

**Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website

<https://www.haileybury.com/privacy-notice>