



## Job Description

**Job Title:** Carpenter and Joiner  
**Responsible to:** Maintenance Supervisor  
**Department:** Estates Maintenance  
**Last reviewed:** November 2023

### Job Outline

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.

The post-holder will also be required to hold a full driving licence and be able to drive a small truck/van.

The post-holder, should have experience of using a variety of workshop machinery, including, but not limited to Spindle moulder, Bandsaw, Table Saw, Mortising Tenon Machine, Thickness Planer, Mitre Saw and Multi Borer.

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.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### 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 and 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 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 School practices and protocols.
- To undertake appropriate training to ensure that skills remain up-to-date and proportionate 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 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, 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 Maintenance Supervisor. The post-holder should read and understand the School Health and Safety Policy.
- To maintain a code of confidentiality.
- 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.
- 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.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality and Diversity*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Carpenter and Joiner  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Good general level of education (to GCSE level or equivalent)	✓	
Full driving licence	✓	
Trade training/apprenticeship NVQ and or City and Guilds or equivalent relevant experience	✓	
<b>Knowledge, Skills and Experience</b>		
To be thorough and pay attention to detail	✓	
Good literacy and numeracy skills	✓	
Experience and knowledge of building and construction	✓	
Proven experience working on large estate with listed buildings	✓	
Experience of undertaking minor repairs to buildings, fittings and equipment	✓	
The ability to use, repair and maintain machines and tools	✓	
Good understanding of working in a school and residential environment		✓
A sound knowledge of relevant Health and Safety protocols	✓	
<b>Personal Attributes</b>		
Confident, self-motivated and proactive	✓	
Ability to work to work to deadlines and under pressure	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role	✓	
Excellent communication and interpersonal skills at all levels	✓	
Conscientious, trustworthy and reliable	✓	