

# Workshop Carpenter and Joiner

## May 2026



tes  
Tes Schools  
Awards 2024  
Winner  
Boarding School of the Year  
Haileybury  
#TesAwards



# Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

# The role

Haileybury is seeking to appoint a skilled Workshop Carpenter and Joiner within the Estates Department.

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

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

This is a permanent position on a 52-week contract.

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.



# Responsibilities

- 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.



# Responsibilities

- 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.



# Person specification

## Qualifications

### Essential

- 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

## Knowledge, Skills and Experience

### Essential

- Experience of using a variety of workshop machinery, including, but not limited to CNC machines, Spindle moulder, Bandsaw, Table Saw, Mortising Tenon Machine, Thickness Planer, Mitre Saw and Multi Borer.
- 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
- A sound knowledge of relevant Health and Safety protocols

### Desirable

Understanding of working in a school and residential environment

## Personal Attributes

- 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



# Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



# Application process

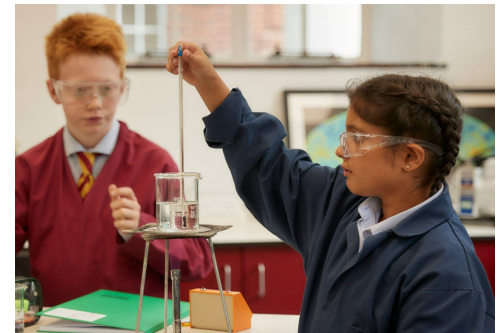
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by **12 noon on Friday 1 May 2026**.

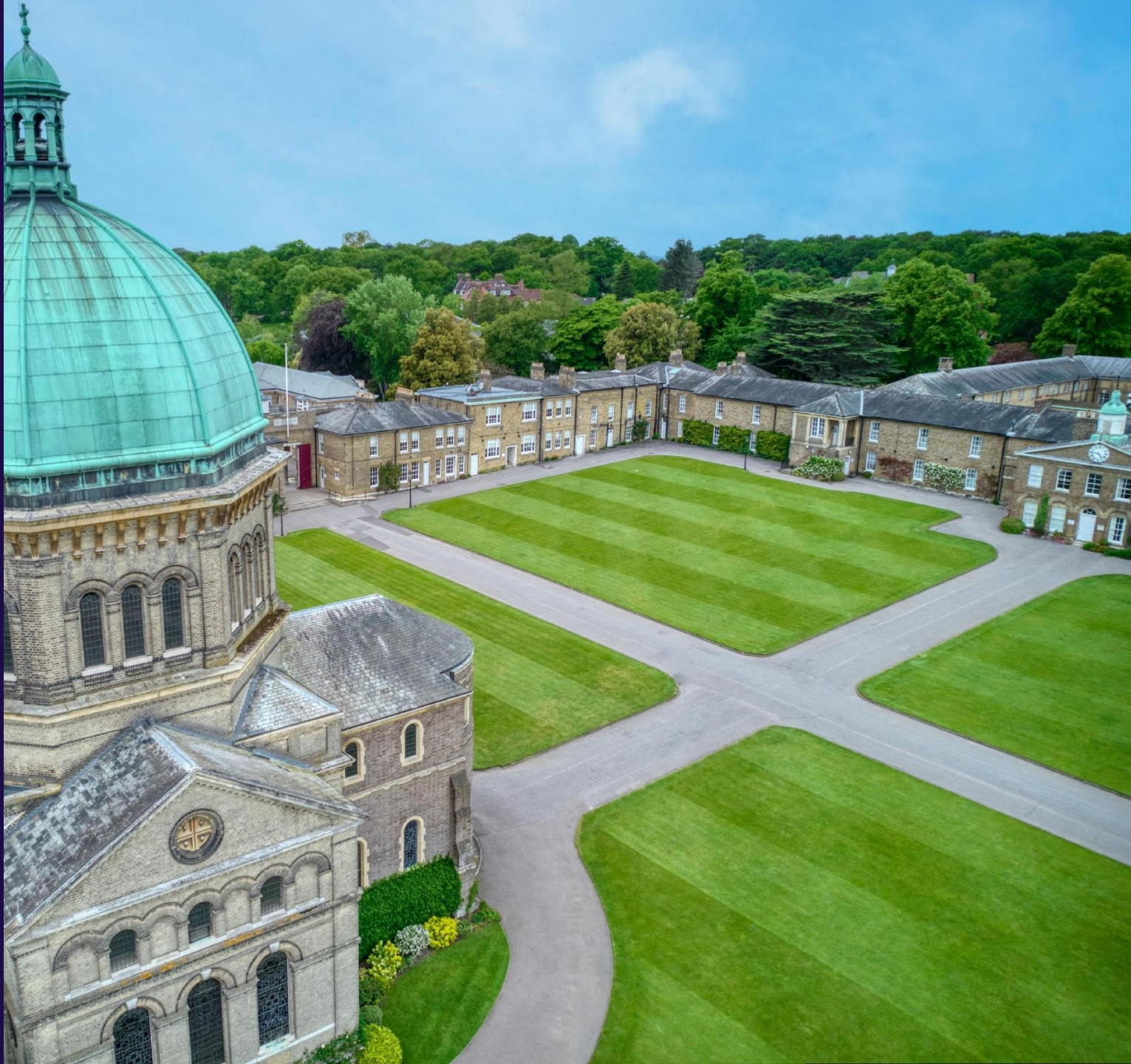
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

Haileybury  
Hertford  
SG13 7NU  
+44 (0)1992 706200  
[haileybury.com](http://haileybury.com)