

Multi Trade Carpenter

Job Title	Multi Trade Carpenter	Contract duration	Permanent
Department	Facilities Department	FT/PT	Full time – Full year
Reports to	Deputy Director of Estates & Facilities	Salary	£36,808 - £41,778
Hours	40 hrs per week (1 hr unpaid lunch)	JWF Salary Point	Scale Point 26-30
	Monday to Friday 08:00 to 17:00	Location	Whitgift School, South Croydon

OUTLINE OF POST

Under the general direction of the Director of Estates & Facilities and the day-to-day line management of the Deputy Director of Estates & Facilities to ensure the maintenance and development of the School's facilities, primarily through the provision of carpentry services, in order to provide a first-class educational environment.

JOB DESCRIPTION

The Multi Trade Carpenter is responsible for all aspects of carpentry work from routine maintenance tasks to development works. The role by its nature requires an element of independence, initiative and judgement. The duties of the Multi Trade Carpenter are at the discretion of the Deputy Director of Estates & Facilities, in line with those set out below and including such additional related tasks as the Director of Estates & Facilities may from time to time determine.

MAIN DUTIES AND RESPONSIBILITIES

The Multi Trade Carpenter will assist the Deputy Director of Estates & Facilities in the following areas:

- Receive reports from the faults log regarding defects or alterations required. The individual is to meet weekly with the Deputy Director of Estates & Facilities to review progress.
- Carry out day to day maintenance tasks such as repairs to doors, locks, windows, furniture, fittings and decorating tasks as a minimum in order to preserve the quality and operational effectiveness of the School's facilities.
- Be contactable during working hours by radio and mobile phone (supplied by the school)
- Undertake alterations and development work as directed by the Deputy Director of Estates & Facilities, such as construction of stud walls, shelving, bookcases, cupboards, refurbishment of washroom facilities and other minor works.
- Maintain a stock of basic items, in liaison with the Deputy Director of Estates & Facilities, in order to minimise the down time of equipment and facilities.
- Maintain an up-to-date knowledge of relevant Health & Safety legislation and ensure the highest standards of safety are applied at all times.
- Maintain workshop and storage areas in a tidy condition

- Assist the School Electrician and School Heating Engineer in the performance of their tasks.
- Assist the other members of the Maintenance Team when required anywhere on the School site.
- Assist in the construction, dismantling and movement of infrastructure required for School events and outside lets.
- Pass to the Deputy Director of Estates & Facilities for consideration any requests for alterations or general development of the School's facilities and any maintenance tasks beyond the individual's ability.
- Monitor and check work undertaken by other contractors.
- Undertake any other reasonable duty as may be required from time to time by the Director of Estates & Facilities or his deputy.

PERSON SPECIFICATION

Essential

- Carpentry skills to City & Guilds Advanced Craft or equivalent level
- General maintenance experience
- Willingness to work additional paid on-call hours as scheduled with other members of the Maintenance Team (subject to successful completion of probation period)
- Ability to use workshop machinery and power hand tools
- Previous employment with a building or maintenance contractor
- Initiative and self-motivation
- Attention to detail
- Ability to work independently and as part of a small team
- Good practical knowledge of relevant Health and Safety legislation
- Good sense of humour and the desire to achieve the highest standard
- Excellent organizational skills and commitment
- Ability to problem solve and to be adaptable
- Ability to prioritise and manage changing deadlines
- A calm clear-headed ability to work under pressure, make accurate decisions quickly, prioritise work to meet deadlines
- Good level of physical fitness to undertake manual tasks
- Competency in Microsoft Office and digital platforms

Desirable

- A full clean driving licence
- Experience building stud walls/metal stud partitioning
- Experience plastering/tiling/plumbing/brick laying/decorating
- IPAF Qualification
- PASMA Qualification
- Health & Safety Qualification
- Experience using Trend BMS
- Pool Plant Operator qualification

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation (JWF) is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

FURTHER INFORMATION

All our staff benefit from a competitive remuneration package, including:

- 25 days' holiday to be taken during school closure periods (for full-year posts and pro-rata for temp or PT)
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee Discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Free access to our onsite gym during certain hours
- Membership of the Bupa Cash Plan, which gives financial support towards annual optical and dental costs, various therapies and consultations, as well as an EAP service which offers a counselling service and other advice on a wide range of topics
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers if eligible.
- Season ticket loan
- Onsite parking (first come first served basis)
- A free hot or cold lunch is available onsite during term time and during certain weeks during the summer holiday

CONDITIONS OF SERVICE

This position is offered as a permanent, full-time, full year contract.

The Multi Trade Carpenter will work 5 days per week, Mondays to Fridays. The hours are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with

start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be Point 26-30 on the Whitgift Foundation Support Staff Salary Scale, (dependant on qualifications and relevant experience). The salary range is £36,808 - £41,778 per annum (based on full-time, full year and inclusive of 5 weeks annual holiday entitlement).

We encourage applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or email the Human Resources Department at SchoolHR@whitgift.co.uk.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and on-line checks (including personal, professional and other online activities).

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys wonderful onsite facilities in a beautiful parkland estate in South Croydon with excellent transport links to London, Surrey and the south coast.

May 2024