



WESTONBIRT — SCHOOLS —

THE ROLE

We are seeking a Carpenter to work as part of a project team supporting a number of projects in a leading independent school, within a Grade 1 listed building.

HOURS, SALARY & BENEFITS

Fixed term contract, 2 years.
Full time position, 5/7 days a week with 30 mins unpaid lunch break.
39 paid hours per week (8am - 4:40pm), however flexibility will be required.

Salary: dependent on qualifications and experience

Benefits:

- 5% employer pension
- Cycle to work scheme
- Means tested staff discount
- Free lunch
- 25 days paid holiday + bank holidays
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- Discretionary Christmas stand down
- On site parking

APPLICATION PROCESS

Applicants should complete the school's application form and submit by email to Michelle Andrews -
HR@westonbirtschool.uk

Please contact Michelle Andrews if you need assistance completing an application form, or require an adjustment for the application or interview process.

KEY INFORMATION

We reserve the right to close applications early due to high application numbers, so early application is encouraged.

We will interview as applications arrive

Role Commences September 24

Westonbirt School is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

An enhanced DBS disclosure and references will be required for this post.

RESPONSIBILITIES

- To undertake a variety of tasks relating to maintaining and improving the infrastructure and facilities of Westonbirt Schools
- To undertake carpentry works in connection with the above, working with different materials on a variety of substrates including conducting the repair work and installation of doors, windows, drywall, cabinets, stairs, floors and other fixtures as required and to build (where feasible) and install cabinets, furniture, partitions and other fixtures.



RESPONSIBILITIES CONTINUED

- Work with the Maintenance and Estates Managers to estimate and plan jobs from preparation to finish; having a full understanding of the processes involved
- To assist where required with other in-house trades and contracted trades
- In the event of an emergency to respond to call-outs as appropriate
- To work as part of a team, assisting with other maintenance activities as required by the Maintenance Manager or Estates Manager
- The ability to cost and order materials in line with the school purchasing policy
- To comply with all school policies
- To maintain a clean, safe and hygienic work area at all times
- To be aware of your responsibilities for Health and Safety for yourself and others
- To undertake any training relevant to your role
- Any other duties requested by the Maintenance and Estates Manager
- To operate and maintain tools, machines, and other equipment in safe operating condition
- To perform work in accordance with safety best practice and adhere to compliance with local building codes, and health and safety regulations

PERSON SPECIFICATION

- Be an apprentice-served Carpenter
- City & Guilds or NVQ qualification
- Proven track-record of previous work
- Experience of working within the historic environment is desirable
- Be polite, professional and friendly at all times with pupils and colleagues
- Be able work alone and as part of a team. Have the ability to respect and value the different experiences, ideas and backgrounds of others. Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required
- Be flexible, reliable, punctual and trustworthy
- To have the ability to manage their own time effectively and to prioritise work.
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