

Job Title	Interim Carpenter and Joiner (18mth contract)
Reports to	Facilities Manager
Hours	40 hour a week Mon – Fri 0800 – 1700hrs (with a one-hour lunch break).
Holidays	25 days plus Bank Holidays + Christmas Closedown
Qualifications and Experience	Minimum City and Guilds Level 2 carpentry and joinery. Door fitting experience required. Fire Door Installation and Maintenance experience would be an advantage. Driving license.
Location	Repton and Repton Prep
Salary	£31,000
Benefits	Company Pension Scheme Free membership of Repton Sports Centre

Role Overview

The job role is split into two distinct elements:

- Working closely with the Fire Door Manager to deliver a prioritised rolling programme of works across the Repton Estate to ensure fire doors are inspected, repaired, maintained and ultimately compliant with BS8214 and BS9999.
- To work with the wider department as and when required to carry out joinery and other maintenance activity to ensure the schools buildings and estate in general is maintained to the highest standards.

Role Outcomes	Key Performance Indicator(s)
Undergo fire door installer training delivered by our in-house certified BM TRADA installer (Fire Door Manager).	Fire Door Manager authorises employee to carry out fire door installation works.
Once training is complete, Install and maintain fire doors throughout the estate to the standards identified during training.	Doors installed are inspected and meet the standards required by the FDM, as per BM TRADA specifications.
All fire doors repaired and maintained meet or exceed fire safety regulations and building codes.	100% compliance with relevant fire safety standards during inspections and audits. A robust prioritised rolling programme of work
Deliver high-quality construction, installation, and repair of wood structures and fixtures.	Positive feedback from clients and supervisors, minimal need for rework, and adherence to project specifications.
Maintain a safe working environment and comply with all building codes and safety regulations.	Zero accidents or safety violations, consistent use of personal protective equipment (PPE), and compliance with and production of RAMS for work issued to

	employee.
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Role Responsibilities

Inspection, Repair and maintenance of fire doors

- Deliver a prioritised rolling programme of Fire Door installation and maintenance, as determined by the Fire Door Manager.
- Perform repairs on fire doors, including fixing or replacing damaged door leaves, hinges, seals, and hardware.
- Adjust door frames and hinges to ensure proper alignment and functionality.
- Replace or repair door closers to ensure doors close automatically and latch securely.
- Work with the FM and FDM to input data into the Fire Door Asset Management Register.

Installation

- Install new fire doors in compliance with fire safety regulations and manufacturer specifications under the direction of the FDM.
- Ensure that all installations provide an effective barrier against fire and smoke.

Compliance and Safety

- Ensure all fire doors meet relevant fire safety standards and building codes.
- Maintain accurate records of inspections, repairs, and installations for compliance purposes.
- Receive training in Fire Door Installation practices to BM Trada standards delivered by the FDM, in order to become a competent installer. The FDM will retain ultimate responsibility for the programme.

General

Carry out all carpentry and joinery related tasks in the workshop and around the estate including:

- Lock and door repairs.
- First and Second fix.
- Kitchen Installations.
- Furniture repairs.
- Be prepared to carry out on call duties (approximately once every 8 weeks).

Person Specification

Education and Qualifications

- City and Guilds Level 2 Carpentry and Joinery.
- Full clean driving license.
- Be prepared to undergo training delivered by the FDM and meet the required standards as determined by BM TRADA.

Personal Qualities

- To have the ability to manage their own time effectively and to prioritise work.
- Be able work alone and as part of a team.
- Experience working within the historic environment is desirable.

- 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 polite, professional, and friendly at all times to all members of the Repton community including pupils, colleagues, contractors and members of the public.
- Awareness of and adherence to safety procedures and regulations.
- Have a can do attitude and a drive for continuous improvement in all areas of work.

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton / Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favorable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment_ Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf