

Job Title	Joiner
Reports to	Head of Facilities
Hours	37.5 hour a week Mon – Fri 0800 – 1600hrs
Holidays	25 days plus Bank Holidays + Christmas Closedown
Qualifications	City and Guilds or time served in Carpentry. Driving license
Location	Repton and Repton Prep
Salary	£27,592.57
Benefits	Company Pension Scheme Free membership of Repton Sports Centre

Role Overview

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 license 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.

Role Outcomes	Key Performance Indicator(s)
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 safety protocols.
High-quality repairs and installations that ensure fire doors function effectively as barriers against fire and smoke.	Minimal callbacks or rework required due to the high standard of initial repairs and installations.

Role Responsibilities

General 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 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.

Health and Safety

- 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, 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.

Person Specification

Education and Qualifications

- City and Guilds or time served in Carpentry / joinery or equivalent Qualification
- Full clean driving license

Personal Qualities

- Experience working within the historic environment is desirable.
- To have the ability to manage their own time effectively and to prioritise work.
- 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 polite, professional, and friendly at all times with pupils and colleagues.
- 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 favourable 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](https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf)