

JOB DESCRIPTION – 2020

<p>Job Title:</p> <p>Reports to:</p> <p>Department:</p> <p>Hours per week:</p>	<p>Carpenter/Joiner</p> <p>Estates Manager</p> <p>Estates and Facilities</p> <p>37.5 Monday to Friday 08:00 – 17:00 with 1 hour for lunch daily</p>
<p>Key Working Relationships</p> <p>Estates Manager Maintenance Team Handymen Boarding House Staff Heads of Department Academic Staff</p>	
<p>Job Summary</p> <p>Working with a small maintenance team under the guidance of the Estates Manager to provide an efficient carpentry/joinery service to all school buildings and projects undertaken in-house. All works are to be programmed in conjunction with the Estates Manager's approval. To be proactive and able to identify and report on faults or damage to buildings by raising the required paperwork. To work closely with outside contractors when required for any maintenance requirement and any small works projects as directed by the Estates Manager. To work closely with the Estates Manager on planned maintenance requirements by Heads of Departments and Heads of Boarding Houses for minimal disruption to the School's core objectives and to Adhere to the school's Health & Safety policies at all times.</p>	
<p>Duties and responsibilities</p> <ul style="list-style-type: none"> • The maintenance and repair of all furniture and fittings throughout the school buildings. • Where any task you are required to undertake requires protective equipment / clothing, the relevant items will be provided by the Estates Manager & you will be trained in the correct use of the PPE. • To carry out the installation of new fittings. • To maintain the woodworking machinery within the Maintenance workshop. • Willingly assist as necessary other trades within the Estates and Facilities department. • To work on own initiative. • To work within Health & Safety Guidelines and Legislation. • To work under the supervision of the Estates Manager. • Report any damages / faults on equipment to the Estates Manager. • To be prepared to attend any training required to carry out your duties. 	
<p>Other</p> <p>The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.</p> <p>The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.</p>	

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.