



DEAN CLOSE FOUNDATION

Post:	Carpenter
Line Manager:	Operations Manager, Operations Bursar
Hours of Work:	40 hours per week, 52 weeks per year
Salary:	£25k - £27k (depending on experience)
Start date:	ASAP (as soon as satisfactory checks are received)
Location	Dean Close Foundation

The Role

Reporting on a daily basis to the DCF Operations Manager, the Carpenter will be responsible for undertaking repairs and maintenance tasks across all Dean Close Foundation sites. The role requires independent and collegiate working in order to provide timely repairs and maintenance within a safe working environment, while also maintaining the equipment necessary to deliver these services.

It is essential to recognise that providing the best possible educational environment in line with the ethos of the Dean Close Foundation is at the heart of this role. A flexible, diplomatic approach when liaising with academic and residential staff is important, for example by giving adequate notice when requesting access to public and private space.

This role is subject to DBS clearance and adherence to the school safeguarding and other policies.

Duties

The role encompasses a wide range of duties and requires various skills some of which are listed below. Strong planning, organisational and communication skills are essential to operate unobtrusively in a busy living and working environment. The role requires a good knowledge of Health and Safety legislation to ensure that all work is conducted within this framework and with appropriate risk assessments in place.

Duties & Responsibilities include but are not limited to:

- To work within the Estates maintenance team.
- Carry out repairs of any nature.
- Assist with or carry out any 'in house' projects which require carpentry input.
- Assess jobs, obtain quotes for materials to prevent any delay in maintenance delivery.
- To undertake general maintenance tasks and assist other staff within the Estates department when required.
- To carry out carpentry work, sometimes without any formal specifications or plans; the job holder may be required to create the design or specification themselves.

- To discuss and make arrangements with the appropriate departmental staff for carrying out the job or task.
- Service door and window locks, to include setting codes.
- Construct, repair & install building frameworks, including partition walls, floor and roof joists, roof timbers, staircases and concrete shuttering.
- Construct, repair & Install cabinets, cupboards, shelving, door handles, locks and other fixtures and fittings.
- Install structures and fixtures, such as floor boards, skirting boards, window frames, windows, doorframes and doors.
- Participate in performance appraisal reports as required.
- Participate in continuous professional development, attending training courses as necessary in support of the role as agreed annually at appraisal.
- Be aware of Health and Safety regulations and promote safe working practices at all times.
- Report risks immediately to the DCF Operations Manager.
- Ensure that all tasks are carried out while wearing uniform and the correct PPE.
- Adhere to the policies on drug and alcohol use and notify employer of any regular medication and medical conditions which may affect work.
- Any other duties which fall within the spirit of this job description, whether within the Estates department or within the wider campus, and as directed by the DCF Operations Manager or the DCF Operations Bursar.

Person Specification

- Experience working within a School environment.
- Good cross trade knowledge with a carpentry background with a minimum of three years' experience.
- Good planning and organisational skills.
- Proficient computer skills to use Microsoft word or portable tablet.
- Able to work in a clean and tidy manner.
- Owns a full set of hand tools (all power tools and safety equipment will be provided by the School, but maintained by the user).
- Willing to assist other trades across the department when required and directed by the DCF Operations Manager.
- Strong inter-personal skills for communicating with academic staff, contractors, support staff and departmental personnel.
- Confident and self-motivated with the ability to work unsupervised, or in a team, and to prioritize to meet tight deadlines.
- Ability to work inside and outside in any conditions, maintaining a professional approach.
- Be loyal to the Foundation, honest, trustworthy and reliable; enthusiastic, highly motivated and well-organised; proactive with a helpful and flexible approach.
- Ability to liaise daily or as required with the DCF Operations Manager and DCF Operations Bursar
- Sufficient physical fitness and dexterity to cope with strenuous work, work at height and in confined spaces.
- Be security conscious at all times.

- Willingness to engage in professional development.
- Holding a valid full driving licence.

Terms and Conditions

- Salary depending on experience
- The post is full time 40 hours per week
- Hours of work will normally be: 08:00 – 16:30hrs Mon-Fri with flexibility required for additional hours when events dictate (on all sites).
- Holidays are to be taken in agreement with the DCF Operations Manager. Bank Holidays may be taken, except where they fall within term-time, in which case these are normal working days with a day off taken in-lieu.
- A free school lunch is available during term time
- Members of staff can use the sports facilities (at staff allocated times).
- After the statutory probationary period, staff can join the Dean Close Staff Pension Scheme

All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Dean Close Foundation reserves the right to update this Job Specification at any time.

How to Apply

Please use TES Quick Apply. Any queries regarding the role should be submitted to recruitment@deanclose.org.uk

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.