



RADLEY

Carpenter / Joiner

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

Radley College is an independent boarding school for 770 boys, founded in 1847. Recognised as one of the UK's leading independent schools, Radley has an outstanding reputation for academic excellence, sporting achievement, and artistic endeavour. The College is set in over 800 acres of beautiful Oxfordshire countryside, and is renowned for the quality of its facilities. The school's grounds are the envy of many of our competitors and we take great pride in keeping them in excellent condition.

Radley's highly skilled Maintenance Team is made up of 13 tradesmen who are responsible for the maintenance of all aspects of Radley's estate, comprising of over 150 residential houses, 11 Socials with 100 rooms each and over 30 school buildings with more than 140 classrooms. Each year the department predicts the hotspot months when maintenance requests will be at particularly high levels. These are typically at the start of each term, in January, April and September, and when the cold weather arrives in November.

During the summer holidays the team adapts to work on specific projects and house refurbishments during the house-move season. However, with house moves increasingly taking place throughout the year, the team now encompass this work alongside day-to-day maintenance tasks.

We are looking for someone with a good sense of humour who works well as a member of a team but is also happy working on their own. Interpersonal skills are essential, and you will be an effective communicator, both verbally and in writing. Radley College is a community with a wide variety of members – pupils, staff, families and their children. An ability to deal with all in a friendly and happy manner is essential.



The Role

We are looking for a skilled Carpenter / Joiner to join the Maintenance Team. The successful applicant will carry out a wide range of carpentry, joinery and general maintenance tasks across the College estate, supporting the safe, efficient and effective operation of our buildings and facilities.

Working as part of a highly skilled maintenance team, the role involves responding to maintenance requests, undertaking planned maintenance activities, supporting refurbishment projects and providing excellent customer service to colleagues across the College.

Person Specification

- Recognised qualification in carpentry/joinery, or significant relevant practical experience.
- Demonstrable experience of carrying out maintenance, repair and installation work in a professional setting.
- Ability to undertake a range of multi-trade or general maintenance tasks in addition to core carpentry duties.
- Good practical problem-solving skills and the ability to assess and resolve maintenance issues effectively.
- Ability to work independently with minimal supervision and to manage competing priorities.
- Good attention to detail and commitment to high standards of workmanship.
- Ability to communicate clearly and work constructively with colleagues, contractors and building users.
- Sound understanding of health and safety responsibilities in a maintenance environment.
- Full UK driving licence.

Desirable

- Experience of working in a school, college, heritage property or similarly diverse estate environment.
- Additional trade skills or experience in areas such as plumbing, plastering, tiling, decorating or general building maintenance.
- Experience of supervising, mentoring or training apprentices to junior tradespeople, with the ability to support their technical and professional development within a busy maintenance environment.
- Experience of maintenance helpdesk, job ticket or planned maintenance systems.
- Familiarity with the safe operation and basic maintenance of woodworking machinery.

Employee Benefits



Our stunningly beautiful, rural campus is situated 5 miles from Oxford with good bus and train links



Excellent pension scheme (contributory group personal pension scheme).



Holidays - 33 days per annum including bank holidays.



Free on-site parking



Reduced membership to the on-site Sports Centre (£50)



Free meals during term time



Reduced membership of the nine-hole golf course



Free uniform provided



College sickness scheme



Employee Assistance Programme confidential advice



Regular social events for staff & family



Access to the well stocked school library



CPD and opportunities for learning



Annual onsite free flu vaccination

Hours of work

Hours of work - 0800 to 1630 Monday to Friday, with a paid morning break of 15 minutes and a lunch break of 45 minutes for lunch (of which 30 minutes is unpaid).

How to apply

Applications must be submitted via the link on the school website www.radley.org.uk/employment.

We reserve the right to consider applications as they arrive.

For an informal chat about the role please email the HR Department (hr@radley.org.uk).

SELECTION PROCESS

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, in order to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

Safeguarding

Safeguarding is at the heart of all we do in the school and the school expects all employees to share its commitment to the safeguarding and welfare of its pupils. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with the College's and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. You will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.