

Multi Trade Carpenter Permanent, Full-Time, Full Year Contract

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

OUTLINE OF POST:

Under the general direction of the Head of Physical Estates & Facilities and the day-to-day line management of the Operations Manager to ensure the maintenance and development of the School's facilities, primarily through the provision of carpentry services, in order to provide a first-class educational environment.

MAIN DUTIES AND RESPONSIBILITIES

The Multi Trade Carpenter will assist the Operations Manager in the following areas:

- Receive reports from the faults log regarding defects or alterations required. The individual is to meet weekly with the Operations Manager to review progress
- Carry out day to day maintenance tasks such as repairs to doors, locks, windows, furniture, fittings and decorating tasks as a minimum in order to preserve the quality and operational effectiveness of the School's facilities
- Be contactable during working hours by radio
- Undertake alterations and development work as directed by the Operations Manager, such as construction of stud walls, shelving, bookcases, cupboards, refurbishment of washroom facilities and other minor works
- Maintain a stock of basic items, in liaison with the Operations Manager, in order to minimise the down time of equipment and facilities
- Maintain an up-to-date knowledge of relevant Health & Safety legislation and ensure the highest standards of safety are applied at all times
- Maintain workshop and storage areas in a tidy condition
- Assist the School Electrician and School Heating Engineer in the performance of their tasks
- Assist the other members of the Maintenance Team when required anywhere on the School site
- Assist in the construction, dismantling and movement of infrastructure required for School events and outside lets
- Pass to the Operations Manager for consideration any requests for alterations or general development of the School's facilities and any maintenance tasks beyond the individual's ability.
- Monitor and check work undertaken by other contractors
- Undertake any other reasonable duty as may be required from time to time by the Head of Physical Estates & Facilities or his deputy.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high-quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Essential:

- Carpentry skills to City & Guilds Advanced Craft or equivalent level
- General maintenance experience
- Willingness to work additional paid on-call hours as scheduled with other members of the Maintenance Team (subject to successful completion of probation period)
- Ability to use workshop machinery and power hand tools
- Previous employment with a building or maintenance contractor
- Initiative and self-motivation
- Attention to detail
- Ability to work independently and as part of a small team
- Good practical knowledge of relevant Health and Safety legislation
- Good sense of humour and the desire to achieve the highest standard
- Excellent organizational skills and commitment
- Ability to problem solve and to be adaptable
- Ability to prioritise and manage changing deadlines
- A calm clear-headed ability to work under pressure, make accurate decisions quickly, prioritise work to meet deadlines
- This role requires the physical ability to perform all manual aspects of carpentry work safely
- Competency in Microsoft Office and digital platforms

Desirable:

- A full UK driving licence is required, applicants must meet the vehicle insurance criteria
- Experience building stud walls/metal stud partitioning
- Experience plastering/tiling/plumbing/brick laying/decorating
- IPAF Qualification
- PASMA Qualification
- Relevant Health & Safety Qualifications
- Experience using Trend BMS
- Pool Plant Operator qualification

FURTHER INFORMATION

A competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Discounted school fees for the Foundation Schools (permanent posts only)
- Membership with BUPA
- Onsite parking, when available
- Lunch is available onsite, during term time only.

CONDITIONS OF SERVICE

This position is offered as a full-time, full year role.

The Multi Trade Carpenter will work 5 days per week and the hours for this role are 8.00 am – 5.00 pm (40 hours per week) with a one-hour unpaid lunch break. There will be occasional requirement for flexibility with start and finishing times to meet the needs of the school. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be Point 26-30 on the John Whitgift Foundation Support Staff Salary Scale. The full-time salary will be between £41,586 gross pay per annum (at Point 26) to £47,200 gross pay per annum (at Point 30), depending on qualifications and relevant experience.

APPLICATION INFORMATION

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service, online media checks and overseas checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.

September 2026