



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has some 930 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	School Carpenter
Function	Support Staff
Reports to	Maintenance Supervisor
Line management duties and responsibilities for	N/A
Summary of role	The Post Holder will be responsible for providing carpentry and joinery services to the school. They will be responsible for the carpenters' workshop and all the equipment therein. The post holder will provide day to day maintenance support with the focus on carpentry to both Merchant Taylors' Prep, Senior School and the schools domestic property portfolio.
Main duties and responsibilities	<ul style="list-style-type: none">• Knowledge of domestic and commercial buildings with at least three years of relevant experience working with various types of wood, woodworking machinery and access equipment. They should also have a good knowledge of timber grades and countertop materials.• Knowledge of joinery and be proficient in all carpentry applications.

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| | <ul style="list-style-type: none">• Work in accordance with construction industry practices and understand the importance of Health and Safety in the workplace• Day to day Carpentry and maintenance work to include:• Sourcing timber by size, strength and budget for woodworking or joinery projects.• Assessing and reviewing additional carpentry or joinery refurbishments• Taking measurements and preparing the site for woodwork• Preparing drawings for cabinetry, framing and other construction projects onsite• Designing and installing fitted wooden shelves, cabinets and drywall• Installing fixtures and fittings such as handles, locks and hinges• Select and evaluate materials for potential defects• Understand the safe use of tools and equipment.• Comply with Health & Safety, Fire regulations, manual handling, risk assessments etc.• Carry out programmed and maintenance work within domestic and commercial premises.• Complete all necessary associated work documentation.• Liaise with staff/tenants when arranging and carrying out work, having full regard to their needs.• Work from written and verbal instructions, including drawings, diagrams, sketches, calculations using measuring equipment where appropriate.• Assess, plan and request parts and materials required to carry out the work.• Report to Line Manager any equipment which does not comply with the current safety regulations.• Operate all machinery and equipment in a safe and correct manner using all safety devices and practices.• Ensure all work areas are left in a clean and safe manner on completion of works.• Look after tools, materials and equipment guarding against loss or theft and making them available for use when required.• Report suspected finds of asbestos through the Department's Asbestos Procedure.• Be willing to supervise and control apprentices/trainees, educating them to the standards expected by the maintenance department, ensuring they work in a safe and efficient manner.• Carry out appropriate alternative work as and when required |
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	<ul style="list-style-type: none"> • Carry out work at heights using ladders, scaffolding and work in confined spaces and in a variety of work conditions that may prevail at that time. • Attend training courses as required. • To undertake any such additional duties that are reasonably commensurate with the level of this post as directed by the management team.
Safeguarding responsibilities	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master</p>

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none">• Level 3 City & Guilds Carpentry and Joiner or equivalent• GCSE or equivalent standard in Maths and English	<ul style="list-style-type: none">• Full driving licence.• FAW qualification• PASMA card	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none">• Minimum of 3 years relevant experience in construction or maintenance within a commercial and domestic building environment• Basic level of MS Office package• Window and door fitting experience	<ul style="list-style-type: none">• Experience of working with listed building• Window and door joinery and restoration	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none">• Good numeracy to deal with construction tasks• Ability to carry out minor repairs, planned and major repairs.• Able to use initiative	<ul style="list-style-type: none">• Knowledge of the use of chemicals (COSHH) and Health and Safety legislation desirable	Contents of the Application form Interview Professional references

	<ul style="list-style-type: none"> • Good problem-solving skills • Good level of physical fitness • Be alert to present dangers onsite • Ability to follow instructions • Ability to work to laid down schedules and in all weather conditions • Good organisational skills. 		
Knowledge	<ul style="list-style-type: none"> • Interest in maintaining listed building • Knowledge general building techniques 	<ul style="list-style-type: none"> • Experience within a school environment or similar 	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Accuracy and attention to detail • Ability to organise workload under pressure. • Self-motivation and enthusiasm with a customer focus approach. • Be flexible in approach, ideas and behaviour 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none">• Adopts a flexible approach to the requirements of the job• Ability to work unsupervised and as part of a team.• Respond positively to change• Show courtesy and respect to our customers, external agencies and each other• Abide by our employment policies and procedures		
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General Conditions

Start date	ASAP
Hours	40 hours per week 8am -5pm One hour unpaid lunch
Salary	Starting salary from £30,366 (Dependent on qualifications, experience and skills)
Holiday	25 days per annum
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria) (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees
Closing date for applications	Thursday 20 th February 2025, 9am Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
Interviews to be held	w/c 24 th February 2025

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.