

Post: Estates Technician Carpenter

Reporting to:

1. Mike Crudge
2. The Maintenance Supervisor

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with Prior Park Paragon joining in 2006, and Prior Park Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides full governance and safeguarding oversight as well as comprehensive support and challenge for the Heads and their schools.

The Executive management of the schools is devolved to the Prior Executive Board, the standing members of which are the Heads of each constituent school and PPS Chief Operating Officer. The Prior Executive Board drives the strategic development of Prior Park Schools, ensuring that it is on track to deliver its vision and thereby remains a market leader in independent education.

Purpose of the Role

Working as part of a team and reporting to the Estates Manager, through the Maintenance Supervisor, the Estates Technician and Carpenter will play an important part in the maintenance of the Prior Park College and Paragon buildings and in the day-to-day life of the schools.

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The post holder will be joining a team which includes skilled plumbers and carpenters, electricians and skilled builders. All staff need to be flexible in their approach to their work which will include using their particular skills but will also include routine maintenance and caretaking duties. The role will include variable amounts of manual handling.

The main areas of responsibility are:

- Assist with the maintenance of the College and Paragon buildings.
- Carry out joinery work to include repairing of doors, sash windows, casement windows formwork, and other bespoke timber items.
- Responsible for joinery workshop - maintenance of machines, statutory inspections, housekeeping, and cleanliness.
- Measure and quote for works.
- Supply a list of materials required.
- Help provide an efficient maintenance support service for the teaching and boarding staff, and for the various functions and activities carried out in school.
- Carry out carpentry, decoration and other light building duties as required and as your skills permit.
- Comply with the helpdesk system for fault reporting and the tracking of rectification work.
- Set up rooms for exams or other functions.
- To assist with moving parcels when required
- Occasional assistance with the directing of on-site traffic.
- Ensure that the school's Health and Safety policies and procedures for the Maintenance Department are followed and adopt safe working practices.
- Assist with ensuring the security of all members of the school community, its buildings and property.
- Responding to emergency callouts (this happens rarely).
- Any other duty which falls within the employee's capability, and which may reasonably be required by the Estate Manager to assist with the smooth operation of the maintenance department.
- Be prepared to work overtime on occasions when workloads of school occasions are required.
- To attend training courses as required.

Line Management

The Estates Technician, Carpenter has no direct line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of Prior Park Schools.

Professional Specification and Personal Attributes

	Essential	Desirable
Qualification	• Level 2/3 in Joinery & carpentry • Full clean driving license	• First Aid qualification (or willingness to gain one)
Experience	• 3-5 years' experience in carpentry. • Experience in kitchen fitting • An ability to be a confident IT user with experience of Microsoft Word • Happy to work outside in all weathers	• Previous experience of working in a school or other educational establishment • General building experience
Knowledge	• Knowledge of the building industry • Awareness of the responsibilities of working in an environment with young people • Understanding of Health and Safety regulations and safe working practices	
Skills / Competences	• Adaptable, focused, proactive, and self-motivated • Ability to organise and prioritise tasks and manage delegated projects • Must be a tidy worker and always leave the site clean • Ability to follow work routines and instructions • Flexibility and a willingness to undertake varied responsibilities towards duties and working patterns to fulfil the requirements of the role • Good interpersonal skills and the ability to communicate effectively with a variety of people • An organised and thorough approach to work including good time management and attention to detail and completion of tasks	

Child Protection

Prior Park Educational Trust 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.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the Estates Technician, Carpenter can expect to be involved in activities which may require physical exertion, e.g., setting up for events as and when required, always observing health and safety regulations and practices.