



Felsted

Carpenter

Role Information Pack



Carpenter

Permanent | Full-time | All-year round (52 weeks per year)
Starting Salary c.£24,000 depending on skills, knowledge and experience

A suitably skilled, qualified and enthusiastic carpenter is required on a permanent basis at this prestigious School in north Essex.

As a Carpenter, the successful candidate will carry out a wide range of carpentry work including all types of doors, studwork, veneered sheets and laminates, repairs and installation of glass panes. This is a vital role within our School and Works department, which will provide the opportunity for the right person to showcase their skills within a growing business.

The successful candidate would ideally hold a Level 2 qualification in Carpentry and Joinery (or an equivalent qualification) that has prior working experience, particularly in all types of timber, timber facings and fastenings. Applications will also be considered from those who have demonstrable industry experience. It is essential that candidates are able to pay close attention to detail, make accurate measurements and work well with others

within the team and wider personnel across the School. Further information and a full job description can be found within the 'Role Information Pack'.

This role is a permanent position working five days per week from 8:00am to 5:00pm between Monday and Saturday, all-year round. The starting salary for this role is c.£24,000 depending on skills, knowledge and experience.

We are rated 'Excellent in every aspect' by the Independent Schools Inspectorate.

If you would like to apply for this role, please visit our website.
www.felsted.org/employment-ops to access our online application form.

Closing date for receipt of applications is Thursday 15 November 2018 at 9:00am
Interviews will be held on Tuesday 20 November 2018

Felsted School is committed to equal opportunities, the safeguarding and promoting the welfare of children and young people. Therefore, all employees are required to undertake a Disclosure and Barring Service check.

Job Description: Carpenter

ACCOUNTABLE TO:

Works Manager

JOB PURPOSE

To carry out all types of carpentry work (and other related trades) to maintain, improve and enhance the School buildings internally and externally, whilst working in conjunction with other Works Department tradesmen.

PRINCIPAL ACCOUNTABILITIES:

- To assist in the planning and completing of planned maintenance programmes and project work across the school estate
- To carry out reactive assessments of carpentry requirements as needed on a daily, weekly and annual basis
- To undertake all repairs to timber surfaces both internally and externally
- To undertake all recognised forms of carpentry including first and second fix
- To manufacture joinery items as required including the use of joinery machines
- To repair doors, windows and other associated items within the field of carpentry
- To install all recognised forms of studwork including metal and timber
- To install all recognised sheet materials including veneered sheets and laminates
- Where required, to manage, supervise and work with sub-contractors
- To carry out glazing repairs and installation of glass panes
- To work on all access systems as required (including ladders, portable towers and access scaffolding)
- Ordering materials and stock in readiness for decoration and finishing projects through the department or directly with stockists and suppliers if required)
- Keeping records of materials lists, time cards and costs applicable to tasks
- To undertake repair and decoration of minor works as required
- To assist with other trades and at times cross over skills
- To assist other School departments when required
- Care and maintenance of works vehicles as applicable
- To carry out any reasonable task as requested

You are to supply all small tools required for the role and you are to ensure they are kept in a serviceable condition. The Works Department will order or hire any specialist tools that may be required to assist in completing any works. You are not expected to bring in personal electrical hand tools.

EXPERIENCE AND SKILLS

ESSENTIAL:

1. Previous experience within a similar role/capacity
 2. Hold a Level 2 qualification in Carpentry and Joinery (or an equivalent qualification)
 3. Should have relevant experience of working with all types of timber, timber facings and fastenings
 4. Able to pay close attention to detail and make accurate measurements
 5. Must be able to work on own initiative
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6. Ability to relate to all personnel within the School and build effective professional working relationships
7. Excellent communication and interpersonal skills
8. Able to work as a team player
9. Hold a full UK/EEA Driving Licence

DESIRABLE:

10. Hold a Level 3 qualification in Carpentry and Joinery (or an equivalent qualification)
11. Previous experience of working in an Educational environment

REWARD AND RECOGNITION

- Annual leave allowance of 20 days each year plus public holidays
- Employer and employee contributory Pension scheme (matched contribution at 2.5%)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect
- Subsidised on-site Coffee Shop by illy

TERMS OF EMPLOYMENT

- All-year round, 52 weeks per year
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Working 40 hours per week
- The working hours are five days per week from 8:00am to 5:00pm between Monday and Saturday
- Starting salary of c.£24000 depending on skills, knowledge and experience

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Our History

We are a leading independent co-educational day and boarding school, situated in the picturesque village of Felsted in North Essex. Originally founded by Richard Lord Riche as a Church of England Grammar School, we are proud of a heritage that dates back to 1564.

Felsted School offers an outstanding academic education, combined with excellent pastoral care and co-curricular activities. Felsted is truly international. We offer the International Baccalaureate in addition to A Levels, and as a global member of Round Square, pupils enjoy superb exchange programmes. The School cultivates an environment of self-confidence and intellectual curiosity where pupils benefit from a well-rounded education.

In 2014, we celebrated our 450th anniversary, one of only a handful of schools in the country that have claimed this milestone. The event was marked by a historic service at St Paul's Cathedral and a royal visit by Her Majesty the Queen and His Royal Highness the Duke of Edinburgh.



Felsted Senior School

The Senior School educates some more than 540 students aged between 13-18, of which over 80% of students take advantage of the School's boarding provision. Boarders at Felsted lead full lives. There is time to ensure academic work is completed to a high standard, to be involved in a breadth of co-curricular activities and to build lifelong friendships. Personal qualities such as confidence, independence, organisation and leadership will be developed in a caring and happy community. In addition to our two Day Houses there are eight boarding houses in total at Felsted: six for Boarders in Years 9 to Lower Sixth and two for Upper Sixth Boarders. Each house offers unique environments for study and personal development, supported by a Housemaster or Housemistress (HM), Assistant Housemaster or Housemistress (AHM), a Resident Tutor (RT), a Matron and a Tutor team.

Academic

We enter our students for GCSE, A Level and the International Baccalaureate exams. In our latest results (August 2018), our students achieved the following:

- 28 students took the International Baccalaureate Diploma with 100% pass rate. Our average point score to 35.5 out of a possible 45; 5.5 points above the world average. This result is equivalent to an average score of 2 A*s and an A grade at A Level
- 84 students took A Levels, with 65% of all entries achieving A* to B grades and nearly 90% achieving A* to C grades, with a 99.5% pass rate.
- 98 students took GCSEs. 48% achieved grade 7 to 9 and 97% pass rate (grade 4 to 9). 98% achieved five GCSEs grade 4 to 9 and 95% gained 5 GCSEs grade 4 to 9 including Maths and English.

The following departments gained over 90% 6 to 9 grades: Drama, English Language, English Literature, History, Latin and Music.





International

We welcome students of all nationalities and routinely celebrate cultural diversity. Integrating international and UK students is an extremely important component of the Felsted ethos of valuing and respecting difference.

Through partnerships with organisations such as Round Square and Magic Bus, in addition to a fully integrated International Baccalaureate Diploma programme, Felsted is a globally-minded school that aims to prepare all of its students for international co-operation, communication and understanding, both now and in their future careers.

Sport

Felsted has an enviable reputation both locally and nationally for the high quality of its sporting teams and the dedication and expertise of the school's coaching staff. There is a strong tradition of sporting excellence at Felsted, however all abilities are catered for and every student is encouraged to enjoy a recreational interest in individual or team games, whilst developing a healthy attitude to fitness, exercise and wellbeing.

All students have the opportunity to represent the school in sporting fixtures during their school career, with travel to an away fixture once a fortnight the norm for the vast majority of students. Additionally, students who take their sporting expertise to a higher level will receive the opportunity to join one of the many Sports Trips and Tours.

Music

Music is part of the fabric that makes up Felsted life and has been for many years. The School has forged a strong partnership with The Junior Guildhall in London. The School provides broad opportunities for musicians of all types - our main aim is that everyone who wants to be involved musically can be accommodated. All students are involved in some way, whether it is singing in Chapel, participating in the Inter- House Singing Competition or through individual musical interest.

Felsted musicians are supported by five full-time members of staff and over 25 visiting instrumental and vocal teachers. Tuition is available in a wide range of instruments ranging from the violin, Harp, Saxophone and Drums through to the Cello, Oboe, Organ and Electric Guitar!

Singing plays a hugely important role both in Chapel and in more informal settings. Elsewhere, the School boasts a number of Orchestras, String Ensembles and Wind and Brass Groups.

Drama & The Arts

Felsted has a reputation for drama productions of the very highest quality. Drama overall makes a significant contribution to the co-curricular life of the School. Our Hunt Theatre is equipped technically to the standard of any small professional theatre: the extensive facilities include flexible seating, fully computerised lighting and sound controls, an impressive range of lanterns and sound equipment, dressing rooms, a front-of-house box office and a licensed bar. Larger scale productions tend to be put on in the School's majestic Grignon Hall, which can seat an audience of 400.



To apply for this position, you will need to complete a formal application using our online process. We are unable to accept curriculum vitae (CV's) in substitution for an application form. Our online application form can be found at www.felsted.org/employment-ops.

By submitting an application form you are required to demonstrate how your skills, knowledge and experience relate to the role you are applying for. Your suitability for the post will be assessed by examining the information you provide us on your application form against the requirements within the job description, so it is important you provide as much relevant information as possible.

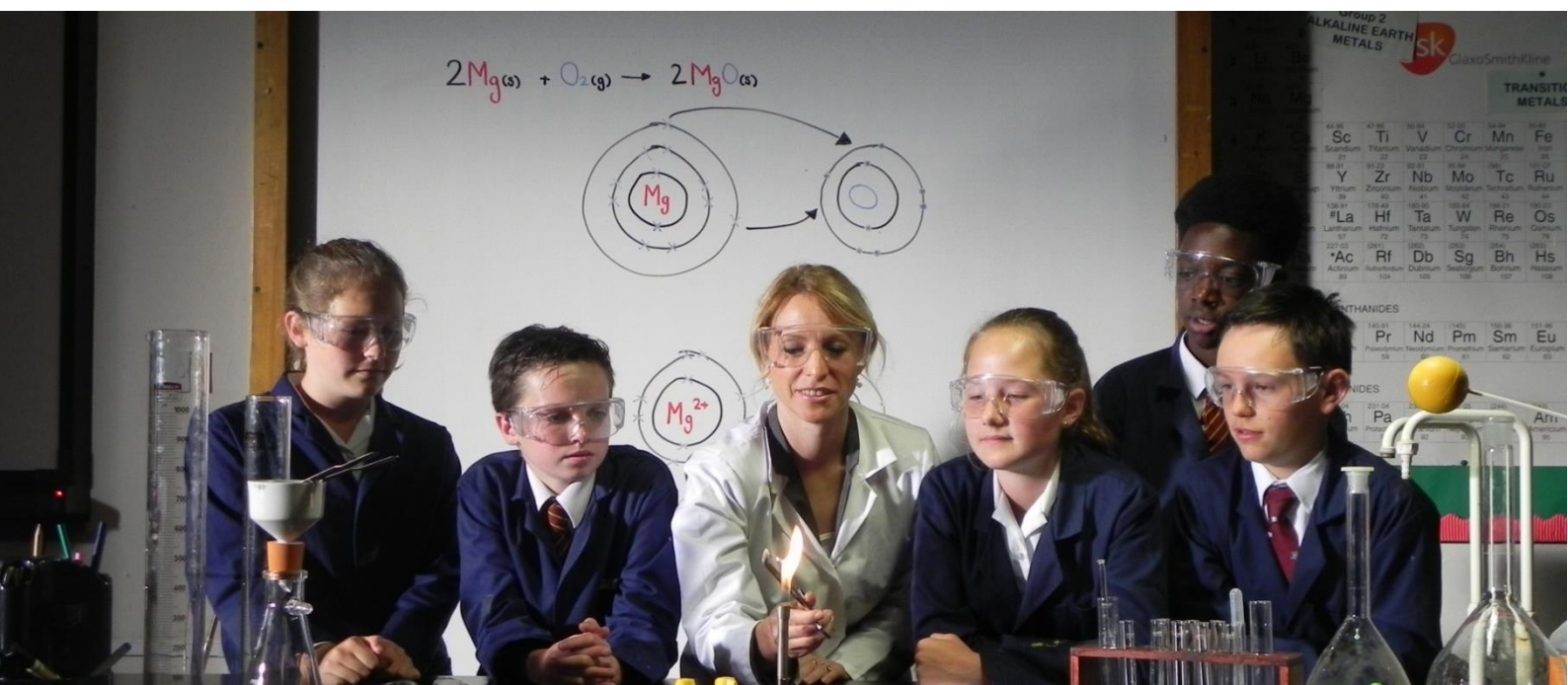
Our application form will ask you to declare any criminal convictions as all positions at Felsted involve a degree of responsibility for the safeguarding and welfare of children. All posts are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Our Policy Statement on the Recruitment of Ex-offenders can be found on our website www.felsted.org/employment-ops.

Once the closing date for receipt of applications has passed, your application will be shortlisted. If you are successful you will be sent an interview invitation by email. If you have not been selected, you will be also be notified by email. The interview will be held with at least two recruiting managers and you will need to bring with you to the interview:

- Identification to prove your Right to Work in the UK
- A completed DBS application form along with three pieces of ID
- Evidence of any qualifications you hold that are necessary for the post you are applying for.
- If appropriate, documentation evidencing changes in your name.

All necessary forms will be attached to your interview invite email. Please note that originals of the above are necessary. We are unable to accept certified copies or photocopies.



Terms of Appointment

If you are appointed to the role, a formal offer letter of employment will be posted to you. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement. However, benefits are subject to amendment from time-to-time.

Appointment Date

The appointment will commence as soon as possible.

Salary

Starting salary of c.£24000 depending on skills, knowledge and experience

Pension Scheme

Felsted will comply with its legal obligations in relation to the provision of access to a pension scheme. The employer and employee contribution Pension Scheme for this role is The People's Pension.

Healthcare Scheme

Following a successful probationary review period, the appointee is eligible to join the group policy employee funded Healthcare Scheme, currently with BUPA.

Felsted Connect

The appointee is provided with membership to Felsted Connect: an online multi-platform engagement tool where employees have access to hundreds of discounts, offers and cashback from high-street retailers.

Employee Reward Package

A full list of employee benefits can be found on our employment opportunities website pages under 'Employee Reward Package'.

Terms of Employment

This role is a permanent position working five days per week from 8:00am to 5:00pm between Monday and Saturday, all-year round.

Criminal Background Checks

We require all successful applicants to allow Felsted to process and obtain (at our expense) an Enhanced level criminal background check (including a Barred List check) through the Disclosure and Barring

Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy statement on the Recruitment of Ex-offenders that can be found on our employment opportunities home page. A full copy of the policy can be found by emailing hr@felsted.org.

As a School where regulated activity occurs, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) applicants are obliged to disclose **spent** convictions in addition to any **unspent convictions**.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. Further information about the Disclosure and Barring Service may be obtained from: <https://www.gov.uk/government/organisations/disclosure-and-barring-service> and a copy of the Code of Practice is available at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

Other Employment Checks

The offer of employment is also conditional upon satisfactory receipt of the following employment checks.

- a. Proof of your Right to Work in the UK
- b. Two professional references
- c. Barred List Check
- d. Medical Questionnaire
- e. Overseas Police Check (if you have resided outside the UK within the last ten years)
- f. Evidence of qualifications held

We look forward to receiving your application.

Felsted Human Resources Department
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hr@felsted.org
www.felsted.org

Independent / Co-educational / Boarding & Day / Ages 4-18



Felsted