

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Carpenter

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior and Prep School
Closing Date for Applications	Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience
Interviews	As applications are received

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Carpenter at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the market town of Framlingham overlooking the famous castle.

We are seeking a skilled tradesperson with specialist carpentry experience to join our busy Maintenance team. You will be working in and around Grade II Listed buildings as well as modern facilities maintaining and developing them to a high standard. You will also on occasions be expected to provide support to other departments in completing tasks such as manual handling and non-skilled grounds work.

This is a year-round role working 40 hours per week, 8:00am to 5:00pm Monday to Friday. The post attracts an annual salary of £24,880 (based on £11.96 per hour).

We offer a supportive working environment as well as free lunch each day the kitchen is operational. We also offer other benefits including contributory pension scheme and complimentary gym membership.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE



How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications will be reviewed upon receipt. You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department,
**Framlingham College, College Road,
Framlingham, Suffolk. IP13 9EY.**

You can also email your application to:
recruitment@framlinghamcollege.co.uk

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To

Maintenance Manager

Job Location

Framlingham College Senior & Prep School

Hours

40 hours per week

Weeks

52 weeks per year

Holiday

25 days, plus bank holidays

Pension

Contributory scheme available

Job Description

JOB PURPOSE

A tradesperson with specialist carpentry skills who is able to work across the range of trades including general maintenance and painting as a member of the in-house Maintenance Team covering Framlingham College and Framlingham College Prep School.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham Prep as well as Framlingham College as necessary.

- Provide carpentry specialisation in the Maintenance Team at Framlingham College. This will be in the school classrooms and communal areas as well as in residential boarding houses and staff accommodation. Work will include in-house construction projects.
- Complete woodwork maintenance repairs on a daily basis in support of the school's operation and as directed by the Maintenance Manager.
- To work on small construction tasks and minor maintenance projects and repairs as directed by the Maintenance Manager.
- Ability to undertake general maintenance and painting tasks to an agreed standard.
- Provide support to other team members in completing general tasks.
- To assist in the clearing of blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
- To assist and ensure that gullies, guttering, drains etc. are kept free from debris.
- To dispose of waste materials in a safe, hygienic manner.
- Minor brickwork repairs.
- The decoration of internal and external areas.
- The ability to remove and replace items during decoration i.e. ironmongery, noticeboards, shelves.
- Knowledge of Health and Safety in terms of the Working at Heights regulations and COSHH.



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- The ability to work carefully and pay attention to detail.
- To attend to contractors visiting the site.
- Minor repairs to Windows, radiators, lights, taps, walls, floors as directed.
- Minor roof repairs.
- Maintenance of fixtures and fittings, examples: tightening screws on window hinges, maintenance on door handles, minor repairs, vandalism etc.
- General building works.
- Testing, recording and adjusting chemical properties in the swimming pool (after training).
- Basic routine maintenance of workshop tools.
- To report emergencies in the case of faults with gas, electric and water supply to the Maintenance Manager.
- Work collaboratively with other members of the support team to achieve the objective of the school.
- Occasional requirement to work additional hours for specific tasks e.g. Speech Day.
- The ability to undertake wider roles such as small plastering jobs and tiling would be advantageous.
- Undertake any other professional duties which fall within his/her capabilities, and which may be reasonably requested by the Maintenance Manager.

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 with, to adhere to and ensure compliance with the school's Safeguarding Policy 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 school's Designated Safeguarding Lead.

This Job Description will 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. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

A full driving licence	E
Maintenance qualification	D
Carpentry Qualification	D
Any current permit to operate maintenance machinery or equipment	D

PROFESSIONAL EXPERIENCE:

Experience of working in a maintenance environment	E
Experience of working in a carpentry environment	E
Ability to work within statutory regulations	
Experience of fitting fire doors	D
Experience of installing cubicle systems	D
Experience of fitting SALTO locks	D

PROFESSIONAL COMPETENCIES AND SKILLS:

Proved verbal communication skills	E
Extensive knowledge of Health & Safety requirements related to maintenance work	E
Suitable level of skill and dexterity to effectively and safely operate general maintenance tools and equipment	E
Ability to manage and priorities workload to ensure tasks are reliably completed on time and budget	E
The ability to communicate appropriately and effectively with staff, pupils and visitors	E
Ability to use a PC	D

Person Specification

E = Essential • D = Desirable

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PERSONAL ATTRIBUTES

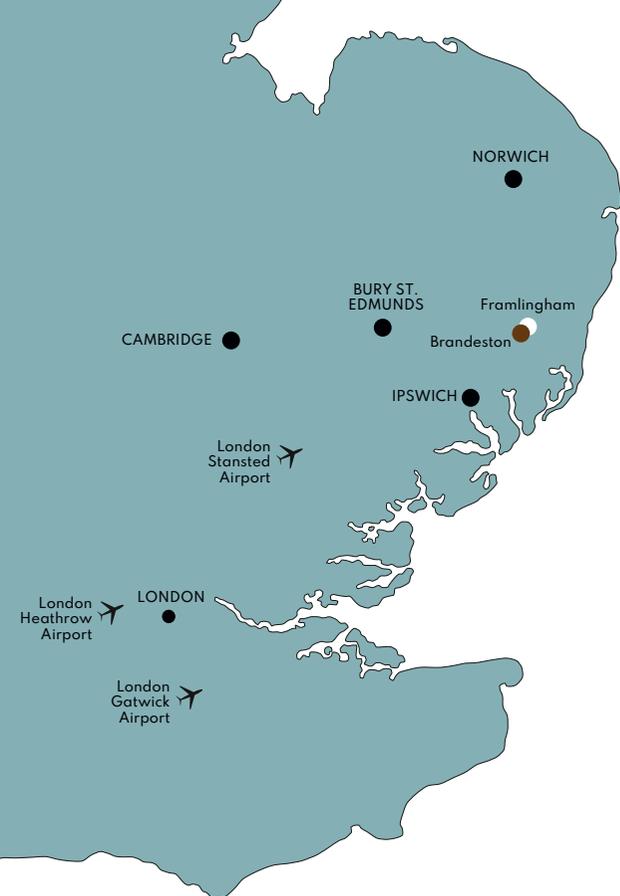
A strong team player also with ability to work alone and use own initiative	E
Friendly and approachable	E
Smartly presented with exceptional attention to detail in every respect	E
Flexible attitude to work	E
A willingness to work weekend and evening hours	E
Honesty, reliability and loyalty to the College	E

SAFEGUARDING CHILDREN

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

VALUES

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.