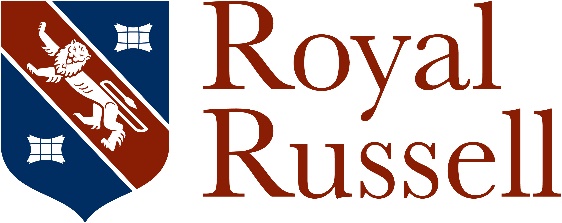
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**Job Description**

**Job Title:** Multi Skilled Tradesperson / Qualified Carpenter.

**Reports To:** Projects & Maintenance Supervisor.

**Purpose of Job:**

The aim of the Multi Skilled Tradesperson / Qualified Carpenter is to carry out refurbishment projects as part of the maintenance team as well as ad-hoc repairs as required.

**Main Duties and responsibilities:**

* Undertake planned carpentry works as part of the maintenance team projects.
* Undertake minor building works with respect to all trades (redecoration, dry lining, groundworks etc.)
* Carry out minor reactive remedial works, as required, in support of the reactive maintenance team or planned preventative maintenance team.
* Advising on need for specialist equipment and tools.
* Liaise with Projects & Maintenance Supervisor on timings and work to be completed.
* Ensuring adherence and compliance of all staff working on projects to Health & Safety legislation.
* Ensure reasonable protection to materials and property during the course of the works.
* Respond to daily to requests from staff regarding alterations and repairs in classrooms, boarding accommodation, day houses, and staff properties. This includes general problems relating to health and safety issues and covers plumbing, drainage, sewage, heating, electrics and other repair work.
* Liaise with staff and occupants of properties to ensure adequate consultation and minimum of disruption when carrying out maintenance works.
* Be aware and observe any opportunity to reduce costs and improve standards and ensure those ideas are shared with the maintenance team.
* Ensure effective and efficient use of the team’s resources.

**Health & Safety:**

* Ensuring adherence and compliance of all staff working on projects to Health & Safety legislation.
* Be willing to undertake training and refresher courses as necessary and acquire associated trade skills.
* Advise the Projects & Maintenance Supervisor / Estates Manager of any breaches in health and safety.
* Participate and contribute in health and safety risk assessments and method statements relating to the maintenance team.
* Ensure safe use of equipment; observe warnings and directions for use of materials and equipment.
* Ensure that task appropriate PPE is worn.
* Ensure reasonable protection to materials and property during the course of the works.
* Erection of scaffolding/ladders in a prescribed safe manner as required enabling works to be carried out.

**General Responsibilities:**

* Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding (including Child Protection) Policy and Procedures at all times
* Display correct staff identification at all times whilst on site
* Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
* Attend Royal Russell Day and Open Day as required.
* Be a 1st Aider.
* Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
* Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**Person Specification –** *(Multi Skilled Tradesperson / Qualified Carpenter.)*

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E) or Task (T) as appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Measured by/evidence** |
| **Education and Qualifications** | * GCSE in Maths and English at Level 4 or above, or equivalent. * Skilled trade qualification in carpentry (C&G, NVQ or equivalent). * A commitment to continuing professional development |  | A  A  A/I |
| **Knowledge and skills** | * Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines * Ability to work with accuracy, with good attention to detail * Excellent organisational skills * Ability to work collaboratively in a team * Good analytical and problem-solving skills | * Computer literate, with good familiarity with Microsoft office applications | I/T  I/T  A/I  I/T  A/I |
| **Experience** | * Experience of multi-trade building maintenance works. | * Experience of working in a School environment | A |
| **Personal competencies and qualities** | * Ability to communicate succinctly, effectively and attractively both orally and in writing, using appropriate language * Friendly and approachable with a can-do mind-set * Ability to inform and influence with strong and persuasive interpersonal skills * Tact, sensitivity and the ability to handle confidential material with discretion * High degree of personal motivation, initiative, energy, creativity and drive * Ability to build effective working relationships with parents and staff * Ability to work unsupervised and on own initiative. * Can plan, prioritise and coordinate their own work. * Able to remain calm and professional in all situations * Able to take ownership of a task and see it through to completion * Maintain a neat, tidy and professional appearance. |  | A/I  I  I  I  I  A/I  A/I/T  A/I/T  I  I/T  I |
| **Other requirements** | * Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults * Flexible approach to working hours * Empathy with the ethos and aims of Royal Russell School |  | A/I  A/I  A/I |