



CHARTERHOUSE

General Builder/Multi-Trader

Job Description

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Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink, reading 'Alex Peterken'.

Dr Alex Peterken
Head

About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse

Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and teamwork.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE
CHARTERHOUSE
RESPONSIBILITY
MORAL COURAGE
OPEN-MINDEDNESS
KINDNESS

Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: *'Deo Dante Dedi'* – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

Why Choose Charterhouse

Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension scheme
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- School fee remission (subject to eligibility).
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media
- Continuing professional development as part of our talent management programme.

“ Dynamic and energetically ambitious ”

- CARFAX TOP 120 SCHOOLS IN THE WORLD



**“ Crackling with dynamism,
this is a place where things
are always happening ”**

- TATLER SCHOOLS GUIDE 2023



Mission Statement for Support Staff

To deliver excellent cost-effective non-teaching support to all stakeholders in order to assist in achieving the educational experience set out in the School's vision and development strategy.



Estate Department at Charterhouse

In any one year the type and size of work which is undertaken by the Estates Department is enormously varied, ranging from reactive maintenance through to major capital development projects. Work is either carried out by our in-house team of 15 artisan and technical tradesmen supported by sub-contractors, or we will approach small to medium contractors (through to large national contractors) to carry out our larger areas of project work. At all stages we look to make the most financially attractive procurement decisions whilst meeting challenging programming deadlines and ensuring that we continue to provide quality accommodation for our staff and pupils.

The Management Structure

The Estate department is managed by the Director of Estates who is responsible for all estate infrastructure matters including utilities.

Reporting to the Director of Estates are four managers: -

- Maintenance Manager (S&BF)
- Maintenance Manager (M&E)
- Project Manager
- Estate Office Manager

In addition, there is a procurement and health & safety supervisor, administrator and 17 trade operatives (inc 2 apprentices).

Reporting to the Fabric Maintenance Manager, the General Builder/Multi-Trader will be required to work efficiently and professionally to deliver an excellent service to the Estate Department and the wider School community. The School has a wide range of buildings and interior finishes from late Victorian to modern day architecture. He/she will be required to fully contribute the necessary skills and efforts to the Estate Department, allowing it to fulfil its function within the school.

Overall Responsibilities

- Carry out a variety of planned and reactive building maintenance tasks, which will be varied in nature and will include general building, paving and external works.
- Carry out planned preventative building maintenance in line with set programmes.
- To undertake building and roofing maintenance tasks as required.
- Carry out planned and reactive gulley cleaning to ensure gulleys are flushed/emptied and their connections cleared of silt deposits, debris and obstructions.
- To undertake bricklaying tasks to include rebuilding and repairing walls and refurbishing brick work.
- To undertake basic drainage investigation and repair, identifying blockages and defects and escalating to line manager where necessary.
- To carry out regular routine duties that will include: - clearing drains, clearing gutters, clearing roofs.
- Support the Estates team with erecting and the safe use of scaffold towers and other access equipment.
- Assist the Estates team with the escorting of contractors.
- To collect, transport and deliver materials around the site as required for works being carried out by yourself and other members of the Estate department.
- Must have good communication skills and work well within a team and report any issues encountered.
- Work individually or as part of a team to complete repair and maintenance tasks
- To have a good understanding of relevant roles and site-specific Health & Safety including manual handling COSHH, PUWER and Working at Height.
- The role requires good attention to detail, problem-solving skills, and a commitment to health, safety and quality standards.

Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.



No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position.

Person Specification

Qualifications and Experience

- We are seeking a builder with multi-trade skills – we will require relevant trade qualifications and/or trade experience for this role.
- To have proven experience of dealing with a wide range and type of building tasks.
- Experience of working in a construction / maintenance environment.
- Holder of a clean, valid driving licence.

Desirable Qualifications (but not essential)

- Experience of working within a school's Estates department.
- Experience of working in a regulated environment.
- Knowledge of Building Regulations.
- PASMA and IPAF
- Some plumbing experience.

Other desirable skills and attributes

- The ability to multi-task on a daily basis.
- To be self-motivated and organised.
- Able to problem solve.
- Able to work autonomously and manage your own time effectively.
- Highly professional in manner and approach to work.
- Reliable, flexible and willing.
- Able to maintain high quality of work at all times.
Will be required to carry reasonable loads around the School and onto work sites.
- Able to work in a clean, tidy and professional manner.
- Able to take a common-sense approach.
- A team player.
- Possess a positive and strong 'can do' attitude; able to take the initiative when necessary; enthusiastic and willing to contribute ideas.

Working Arrangements

- Full-Time Monday to Friday 0800- 1630hrs throughout the year.
- Hours: 40 hours per week with 30-minute unpaid lunch break
- Salary: circa £35,000 per annum, depending on skills and experience.
- A willingness to be flexible in working hours is essential.
- 5 weeks paid holiday plus statutory English Bank Holidays. It may not be possible to take public holidays during term-time, and time off will be given in lieu. (No holiday will be approved during the last full week of the School summer holiday.) Subject to emergencies, the School is closed between Christmas and New Year.
- Notice: four weeks during probationary period (which is normally six months). Once the appointment is confirmed both parties are required to give at least four weeks' notice on either side



Application Process

Closing date for applications is 12 noon on Friday 16 October 2026.

Interviews will be held shortly after the closing date.

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

Visit our website – Employment Opportunities

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.



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Registered Charity 312054

The Charterhouse Campus

