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# Mill Hill

**Instilling values, inspiring minds**

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

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## Joiner/Carpenter Candidate Information Pack



# INTRODUCTION

A qualified and highly skilled Joiner/Carpenter is required to join our in-house busy Estates Team overseeing the maintenance and upkeep of the Mill Hill School Foundation academic and residential buildings.

You will work either independently or, as part of a team to provide a high standard of work across the Foundation.

The School also reserve the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Closing date for applications: 9.00am on Wednesday 15 December 2021

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## Key facts about this role:

### Contract Type

PERMANENT, FULL TIME

### Hours:

8AM – 5PM MONDAY – FRIDAY.  
(SOME WEEKENDS IF NECESSARY).

### Salary

UP TO £30,000 PER  
ANNUM

### Holidays:

25 DAYS ANNUAL LEAVE  
PLUS STATUTORY BANK  
HOLIDAYS PLUS AGREED  
DAYS OVER THE  
CHRISTMAS AND NEW  
PERIOD

### Reporting to

MAINTENANCE  
MANAGER

### Pension

CONTRIBUTORY STAKEHOLDER  
PENSION SCHEME

# THE FOUNDATION

The Mill Hill School Foundation consists of five independent schools offering co-education from 3-18-year-olds, these include Grimsdell, Belmont, Mill Hill School, Mill Hill International and Cobham Hall. Combined, the schools have circa 700 staff and circa 2000 pupils.

We are situated in a magnificent 120-acre parkland campus on the edge of the North London Green Belt, providing a wonderful environment in which to work.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.





# MAIN DUTIES AND RESPONSIBILITIES

**The successful applicant will be required to carry out the following duties:**

- > Carry out relevant Joinery/Carpenter duties on responsive, planned and project works as requested
- > All works must be carried out to the Foundation specifications and to a high standard
- > To carry out all levels of first and second fix joinery and associated building works to requirement as instructed either individually or as part of a team
- > Read drawings and sketches to fully grasp requirements
- > Inspect places and conduct repairs or maintenance as necessary
- > To work in accordance with the information, instruction and training given safely and efficiently
- > Complete timesheets and other relevant documentation to the satisfaction of your line manager

- > Load and unload materials and equipment as directed
- > Build and maintain good working relationships with colleagues and managers
- > Be aware of risk assessments and method statements relating to own area of work and to work in safe manner taking account other people's health and wellbeing

Undertake training as and when required

Your duties may vary from time to time within the broad remit of your role thus you will be required to carry out any duties other than those listed above as requested by your line management

Ensure compliance with Health & Safety Rules, Regulations and Legislation, both on an individual and collective basis



# PERSON SPECIFICATION

- > The ability to work well under pressure
- > Proven experience as a carpenter
- > Hands-on experience in working with carpentry materials
- > Excellent understanding of carpentry techniques and methods of installation and construction
- > Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc)
- > Ability to read technical documents and drawings
- > Willingness to always follow safety guidelines
- > Successful completion of a carpentry apprenticeship program is required
- > Reliable, honest, and hardworking
- > The ability to achieve performance criteria, and complete tasks with attention to detail
- > To be self-motivated, able to work unsupervised combined while using initiative
- > The ability to work effectively as part of a team
- > To have a flexible approach to your role and the objectives and challenges that the business provides





# HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**. Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9:00am on Wednesday 15 December 2021**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

3

Should you require any further assistance, please contact us via email **applications@millhill.org.uk**

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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**millhill.org.uk**

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