



MARLBOROUGH COLLEGE

Job Description

POSITION: Carpenter

DEPARTMENT: Estates

REPORTING TO: Team Leader

HOURS OF WORK: 39 Hours per week over 5 days, 52 weeks.

Monday to Thursday 8.00 am to 4.30pm

Friday 8.00 am to 4.00pm.

Includes unpaid lunch breaks.

The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at www.marlboroughcollege.org.

Marlborough College Mission

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

Key purpose of the role

To carry out all appropriate carpentry repairs, maintenance and improvement in all College premises.

Key Responsibilities

- General repairs, maintenance and replacement of defective timber components and fixtures including sash windows.
- To complete 1st and 2nd fix carpentry work in new and existing buildings.
- Installation of replacement windows, doors and frames as required.
- Installing locks and hardware into different types of materials including wood, metal and UPVC.
- Installing replacement door and window components, including hinges, friction stays, espagnolette locking systems, handles and panic hardware.
- Installing replacement transom door closers.
- Produce purpose made joinery items including windows and doors.
- Assist in the production of a variety of items associated with the running of the College e.g. signs, theatrical stage scenery etc.
- Liaise with other trades in the Estates Team to ensure the successful completion of projects and general maintenance to a high standard.
- Liaising with Foreman regarding additional work by other trades, and/or contractors which may be necessary.
- Alteration of existing equipment and fittings to enable other trades to work.
- Completion of job paperwork (paper or electronic) accurately and in a timely manner.
- Participate in standby rota for emergency call outs if required to do so.
- Ensure safe and efficient use of all machinery, materials and tools used in connection with job role and follow safe working practices at all times.
- Leaving work places clean, tidy and safe at all times.

Person Specification

	Essential	Desirable
Education and qualifications		
City and Guilds NVQ Level 2 or equivalent trade qualification in carpentry.	✓	
Possession of a valid driving licence.	✓	
City and Guilds NVQ Level 3 or equivalent trade qualification in carpentry and joinery.		✓
Asbestos Awareness trained.		✓
Locksmithing experience / qualification.		✓
Knowledge and Experience		
Technical skills and experience to carry out duties to a satisfactory standard and an acceptable level of productivity.	✓	
An understanding and awareness of safety issues in the workplace.	✓	
Experienced in the use of 180/360 excavators and dumper trucks etc.		✓
Skills and Abilities		
Ability to work with a wide range of hand tools and woodworking machinery	✓	
A good team worker with an outlook that is responsive and positive in a rapidly changing environment.	✓	
Flexible approach to working hours and duties is essential.	✓	
Excellent customer service skills.	✓	

General Responsibilities

Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

Safeguarding

All staff are responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they may come into contact with and will adhere to and ensure compliance with the College's Safeguarding Policy at all times.

The successful candidate will be required to undertake online safeguarding training at the College.

Marlborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The College is an educational charity and equal opportunities employer.

Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

Health & Safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

Mandatory Training

All staff are expected to complete the following mandatory training prior to their employment start date:

- A Guide to UK Data Protection: Education
- Equality and Diversity
- Fire Safety in Education
- Health and Safety in Education: Staff Awareness
- Keeping Children Safe in Education 2024 Part 1 Questionnaire
- Moving and Handling
- Online Safety
- Working with Display Screen Equipment
- The Prevent Duty

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

Job Description

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

Signed: **Date:**

Print Name: