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| **Job Title** | Joiner/Carpenter |
| **Reports to** | General Building Foreman |

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| **Job Purpose** |
| We are seeking to appoint a Joiner/Carpenter to carry out day-to-day Joinery/Carpentry works in the College’s 430 buildings which are both of a historic and modern construction. You will deliver day-to-day maintenance and minor works efficiently and economically. |
| **Key Tasks and Responsibilities** |
| * Carry out carpentry and joinery work in College buildings to the highest standard; * Be able to efficiently assess quantities of materials required to complete a task; * Assist other Tradespeople as and when necessary; * Carry out any other duties and ad hoc requirements as reasonably requested by your line manager; * Accurate completion and timely submission of timesheets and similar records to show completed work; * Adhere to current health and safety legislation and best practice in accordance with the College Health and Safety policy statement; * Ensure own safety and the safety of others who may be affected by your own actions. Employees must follow instructions and co-operate at all times with their line manager to enable the College to meet its legal responsibilities. Employees must stop work if the nature of the situation involves risk of serious injury to any person and must report and hazardous situation or defective equipment to their line manager without delay; * Commitment to equality, diversity and inclusion; * Commitment to safeguarding and promoting the welfare of children; * Be prepared to be included on the Colleges emergency call out rota, if required; * Be prepared to undergo statutory training and other training relevant to the role. |
| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:   * A good knowledge of Joinery; * A recognised time served apprenticeship (with relevant qualifications such as City & Guilds); * Relevant trade background with experience; * Extensive experience of maintenance work and jobbing repairs; * The ability to work effectively within a team and communicate appropriately with a variety of College staff; * A valid UK manual driving licence; * A general knowledge of other trades would be advantageous but not essential.   **Working Pattern**   * Your working hours will be 08:00 to 16:00, Monday to Friday including half an hour unpaid lunch. * You will be working 52 weeks per year. * You will be entitled to 21 days of holiday plus Bank Holidays |

**Disclosure Checks**

**Eton 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, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**