



**CRANLEIGH**  
EX CULTU ROBUR

## **JOB DESCRIPTION**

### **JUNIOR CARPENTER**

**RESPONSIBLE TO:** Senior Carpenter

#### **THE POSITION:**

We are expanding our Works Department at Cranleigh School, and a new role has been created for a Junior Carpenter.

The post holder will be part of the dedicated Works Team that covers Planned Maintenance, Reactive Maintenance, and Minor Repairs

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- You will report to our Senior Carpenter and must be comfortable taking instruction from them.
- You will hold a full driving licence and be confident using all manner of mobile power tools.
- We require you to have a keen eye for details and for all work to be completed to a good standard.
- Work is varied, and takes place throughout our campus - in our boarding houses, teachers' residences, academic buildings and so on. Our work is both proactive and reactive. We operate a ticket system and users submit requests via an online portal, which the Works Dept Office manages. We also complete larger project work, with a lot of this taking place during our school holidays. You will take direction from the Senior Carpenter, the Projects Manager and the Maintenance Manager.
- You will need to work as part of our busy Works Dept team, as well as working independently.
- Often we work to deadlines so you will need to have good time management, and the ability to work under pressure when required.
- Carry out any other duties deemed necessary at Cranleigh School
- Observe requirement for safe working practices to comply with Health and Safety legislation.

#### **PERSONAL QUALITIES/REQUIREMENTS:**

- Enthusiastic and keen to learn
- Good attention to detail with taking measurements and preparation work
- Experience with 1<sup>st</sup> and 2<sup>nd</sup> fix carpentry work
- A knowledge of woodworking tools
- A team player but one who can also work independently
- Be adaptable to working in the different areas of the School campus, therefore keeping a tidy and safe workspace
- Full driving licence.

- Qualification in a Carpentry based Diploma.
- Previous experience working in a school is preferred.

Working hours are 40 working hours per week 8am to 5pm, full year.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.**