



Carpenter - Estates Maintenance

Information for applicants

Job description and person specification

Welcome from the Principal



Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the

UK and around the world.

Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Dr Michael Truss
Principal

Summary of the role

We are seeking to appoint a well-qualified and experienced Carpenter/Joiner who will assist in the maintenance and development of the estate. Carpentry projects typically undertaken range from interior renovation / refurbishments of kitchens, bedrooms & bathrooms to change of layouts, wet rooms, disabled adaptations, downstairs WC's, Window installation and smaller one-off jobs.

Teamwork and initiative will be vital, as will the ability to quickly grasp the complexities of boarding school life and the needs of individuals and groups within this community. The capacity to communicate well at all levels will be essential, as will the ability to quickly gain an understanding of the roles and responsibilities of others.

The postholder will report to and take direction from the Assistant Estates Manager.

The post holder will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

The Estates department consists of the Estates Manager, Assistant Estates Manager, two Administrators and 10 maintenance personnel. The Estates Manager in this area reports to the Bursar.

The Bursar is also supported by a PA and a General Assistant.

This is an exciting time to join Concord College as it enters the next phase of its development, and we are commencing a phase of significant investment across our campus.

About Concord College

Concord College is a highly academic independent international school in England for day and boarding students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of rigour, kindness and creativity.

Girls and boys between the ages of 13 and 19 enjoy fabulous facilities on our safe and beautiful 73-acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We also take care to nurture the individuality of students at Concord to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of the Concord community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor just outside Hastings in Sussex as a small privately-owned language school. It was, at its heart, a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The College grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder Principals, the college was acquired by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977, Concord College accepted girls for the first time. Girls were taught at a separate site at nearby Attingham Park, before relocating to Acton Burnell in the early 1980s. The College became a charitable trust in 1983 and has expanded rapidly since. Now with almost 600 students Concord boasts enviable facilities and outstanding outcomes for its students.

Academic achievements

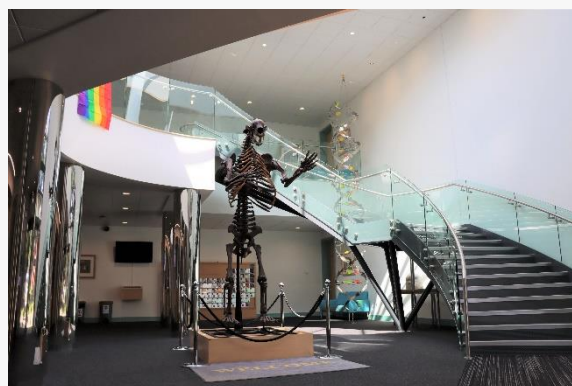
The College is highly academic and students consistently achieve excellent 'A' level results. In 2022 48.6% of students achieved A*, 81.3% A*/A and 92.6% A*- B.

The staff

The College employs over 320 staff across all departments. There is a community feel to the College and this promotes the supportive environment which is so important for the wellbeing of everyone – staff and students alike. Staff are experienced and well-qualified, conscientious and caring and there is a strong commitment to deliver the highest standards in all areas.

Facilities

Facilities at Concord College are superb. Based around an historic main building, there are many new additions. We have an excellent theatre and music school as well as an outstanding science facility. Meals are served in the College dining room and the catering team provide an extensive selection of international cuisine. Special diets are catered for. Students have individual study bedrooms, some with ensuite bathrooms. Students enjoy a wide variety of facilities including two sports halls with weight training equipment and multi gym and fitness equipment, a student common room with a coffee bar and a student kitchen/diner where they can develop their own culinary skills.



Safeguarding and child protection

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service. The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children.

Job Description

Key areas of responsibility

- you will be expected to either work as an individual or part of a small team depending on the scale of works. Collaboration with other tradespeople (internal and external) and project team members to ensure seamless coordination and timely completion of tasks will be essential;
- be able to interpret detailed construction drawings and plans providing relevant feedback to the team;
- must be skilled in general carpentry / joinery, able to use and maintain both hand and machine tools related to woodwork, for example, bench saws, spindle moulders, morticers. band saws.
- on occasion be able to come up with your own designs for equipment to fulfil ad-hoc requirements of the college.
- carry out installation / repair of doors, windows, and other wooden fixtures and fittings.
- experience of working on fire doors;
- plastering / dry lining skills would be an advantage - but not essential;
- all work must be done with an awareness and appreciation of health and safety responsibilities of self and others, maintaining a high degree of quality;
- willing to 'buddy' external contractors as required due to safeguarding requirements;
- part of the emergency on site call out rota (training will be given);
- attending further training, as appropriate;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Welfare, smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns;
- undertaking any other bespoke duties as directed by the Assistant Estates Manager.

Person Specification

In order to meet the high standards expected of support staff at Concord College, we seek to employ a person with the following qualities, experience, skills and abilities.

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• General Secondary education or equivalent.• Well-developed understanding of the English language.	<ul style="list-style-type: none">• NVQ Level 2 Carpentry /Level 2 or 3 Diploma in Bench Joinery• Level 2 or Level 3 Diploma in Site Carpentry• T Level in On Site Construction• GCSE Maths and English

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Carpentry (a minimum of 2 years preferred) • Good working knowledge of health and safety law and practices • Good organisational and interpersonal skills • The ability to work collaboratively and professionally with a wide range of people • Ability to prioritise workload and work effectively under pressure to tight deadlines • High degree of common sense, adaptability and resourcefulness • Numeric and computer skills 	
Personal attributes, skills and values	<ul style="list-style-type: none"> • Honesty and integrity • Tact and diplomacy • Reliability • Drive and energy • Ability to deal in an appropriate manner with students and staff • Flexibility in outlook in order to respond to the College's needs • Generosity of spirit - the role is likely to require hard work and a professional attitude to the commitment required in a boarding school • Willingness to take on further training to assist with other roles as required / needed by the college. • Self-motivated and enthusiastic. • Good organisational and interpersonal skills • Ability to work as part of a team. • Ability to motivate and enthuse others. • A clean driving licence 	

Terms and Conditions

Hours of work

The working week is based on 37.5 hours, 8am to 4.30pm Monday to Friday, with daily unpaid breaks totalling one hour (30 minutes for lunch and two 15-minute tea breaks) however, flexibility is required with regard to start and finish times in order to meet the needs and requirements of the department.

Additional hours will be required as responsibility and workload demand, especially during school holiday periods. Flexibility will be essential.

Remuneration and benefits

A salary of between £26,000 - £29,000 per annum, based on qualifications and experience. Benefits include contributory pension scheme and lunch which will be provided in the dining room at no charge whilst the kitchen is in operation. There is free parking on site and employees may use the fully equipped gymnasium/sports facilities.

Holiday entitlement

Annual holiday entitlement will be 5.6 working weeks per annum, including public holidays. Due to the nature of the business, some public holidays are classed as normal working days.

References

The appointment is subject to receipt of satisfactory references and compliance with safeguarding recruitment requirements.

Safeguarding Recruitment Requirements

The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service and DfE's Keeping Children Safe in Education (KCSIE). An enhanced DBS Disclosure is required for this role.

Employment contract

Permanent.

Start date

ASAP

How to apply

Please submit a fully completed application form to the HR Department (recruitment@concordcollege.org.uk) together with a covering letter explaining your suitability for the role. You are welcome to submit a copy of your CV, but this will not be considered without a fully completed and detailed application form.

Appointment to the role will be dependent on satisfactory completion of all pre-employment checks in accordance with relevant statutory guidance. These will include satisfactory references and a clear enhanced DBS (Disclosure & Barring Service) check with Barred List information.

For further information on the College please visit our website www.concordcollegeuk.com.

The closing date for applications is **Friday 12 July 2024**.

Applications will be considered on receipt and we reserve the right to close this vacancy earlier than the date stated above should we appoint a suitable candidate.

Please note that due to the volume of applications received in the HR department, we are unable to provide individual feedback other than to those candidates who attend for interview.

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This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on our website.