



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Joiner/Carpenter

Required with immediate effect

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Welcome

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding [HMC school](#). All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, "Safeguarding Children – Keeping Children Safe in Education Sept 2022, specifically Part 3", as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies.

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



Job Description

Joiner / Carpenter

Required with immediate effect

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimbolton.cambs.sch.uk.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Department

The Maintenance Team is managed by the Head of Maintenance, supported by a part time Administrator, and five experienced trade operatives (an electrician, 2 plumbers, decorator, carpenter and a general maintenance operative who can turn their hand to most general maintenance). There are some long-term team members who have valued historic maintenance knowledge of the buildings/site.

The Maintenance yard is based at the Senior School and has a fully equipped joinery workshop, which manufactures custom windows and doors etc.

The team is responsible for the maintenance of all the School's properties; which range from the Castle, Victorian Upper Prep School, to the QKB2 which was handed over in 2015.

All responsive repairs are carried out by the Maintenance Team; who are supported for some cyclical and planned work by contractors for works of a specialist nature, such as EICR's and Submersible pump

servicing; and planned exterior redecorating, Portable Appliance Testing and Legionella Risk Assessments.

Annually there are approximately 1,000 requests for responsive maintenance made by staff submitting a 'job ticket'. Planned maintenance and projects take place during all school holidays.

Key Responsibilities

The principal duties and responsibilities of the role are as follows:

- To measure, manufacture and install components such as windows, doors, door frames and linings, architraves, drama sets, cupboards and purpose made shelving, etc. in the Joinery Shop operating Woodworking Machines, powered and hand tools, for others to decorate.
- To undertake any reasonable request from the Head of Maintenance and to operate in accordance with current Health and Safety guidance and regulations and in compliance with the School procedures; including working alone or with others, to work safely and efficiently in maintaining and improving the Kimbolton School environment.
- To be capable of working from drawings and specifications and other documentation.
- Ensuring the Workshops are maintained in a safe and clean condition.
- Operate power tools safely.
- Working in association and in support of other trades to set time scales.
- Advising the Head of Maintenance on material and machinery requirements to ensure timely acquisition and delivery to site. Receipt of materials and equipment and ensuring that delivery notes are signed.
- To keep the Head of Maintenance informed of work progress on a daily basis.
- Undertake relevant training and development activities to keep up to date.
- Respond positively to new and alternative systems of working.
- Actively represent and promote the ethos and values of the School and promote and act at all times in accordance with the School's policies, eg Safeguarding, Health and Safety and Equal Opportunities.
- Undertaking any other duties appropriate to the post objectives as required by the Head of Maintenance or Bursar (appropriate to the level of the post).

The post holder may be required to carry out property repairs and improvements on school buildings from time to time, such as:

- Easing doors (external / internal / cupboard).
- Replacing door and window furniture.
- Installing skirting and architrave.
- Glazing windows and doors.
- Gain entry to properties.
- When lone working maintain radio contact with Head of Maintenance and colleagues.

Other Tasks from time to time, such as:

- Assist with erection of tower scaffolding and other access equipment; to carry out tasks including Art Displays and Drama Sets.
- Assist with the installation of drama and art sets and displays.

Person Profile

Criteria	Essential	Desirable
Qualifications	<p>Apprenticeship Served City & Guilds or NVQ equivalent. Time served.</p> <p>Window manufacture/restoration experience.</p> <p>Willingness to attend/complete compulsory H&S training.</p>	<p>Health & Safety qualification.</p> <p>Emergency First Aid at Work.</p> <p>PASMA Tower.</p> <p>UKATA Asbestos Awareness Course.</p>
Specialist Skills and Experience	<p>Understanding of the importance of Health and Safety requirements when working with machinery, hand and power tools.</p> <p>Understanding that all works are carried out in compliance with Health and Safety Regulation eg Risk Assessment and Manual Handling so as to avoid injuries.</p> <p>Proven experience of building maintenance, refurbishments.</p> <p>To work in awkward, confined or constrained positions, e.g. erecting, using and dismantling scaffolding, work in roof spaces, etc.</p> <p>Working safely and wear personal protective equipment, e.g. hard hats, protective boots, gloves, goggles, ear protectors etc. to safeguard own hygiene.</p> <p>Reporting all incidents, hazards and unsafe working conditions encountered.</p> <p>For ensuring hand tools and equipment are maintained in serviceable condition for daily use and safe keeping.</p>	<p>Understanding of exposure to respiratory hazards.</p>

Criteria	Essential	Desirable
<p>Specialist Skills and Experience</p>	<p>Following risk assessments and safe systems of work. Identifying and managing risk within the maintenance environment.</p> <p>Have the ability to carry out all assigned work to a high standard of workmanship, good practice and customer care.</p>	
<p>Personal Qualities</p>	<p>Have physical strength and stamina.</p> <p>Have a good sense of balance and be comfortable working at heights.</p> <p>Possesses excellent time management and organisation skills and can maintain a high standard of work under pressure.</p> <p>Strong interpersonal skills with a welcoming and engaging manner.</p> <p>Able to work well under direction but can also work autonomously when required.</p> <p>Has a pro-active attitude.</p> <p>Ability to demonstrate patience, flexibility and a sense of humour.</p> <p>Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change.</p> <p>Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities.</p> <p>Commitment to the protection of children and young people.</p> <p>Flexibility and a willingness to work overtime if required.</p> <p>When lone working responsible for own health and safety and by having radio contact with the Head of Maintenance.</p>	

Terms & Conditions

Responsible to:	Head of Maintenance
Accountable to:	The Bursar
Hours of Work:	Full-time – 40 hours per week (Monday to Friday 8.00am to 5.00pm with a daily 1-hour unpaid lunch break) – 52 weeks.
Remuneration:	£26,000 - £30,000 per annum dependent upon qualifications and experience.
Holiday Entitlement:	24 days plus statutory holidays. Holiday year runs from September to August.
Pension:	The School offers a contributory pension scheme.
Probationary Period:	6 months
Additional benefits:	Free onsite car parking; free lunch time meals during term time; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme; ongoing continuing personal development.
Referees:	The names, addresses and telephone numbers of two professional referees are required. Ideally references will be sought prior to interview. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk.

The closing date for applications is: 9.00am Monday 5th June 2023

Interviews will be held during the week commencing Monday 12th June 2023.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimbolton.cambs.sch.uk/policies