

## CARPENTER

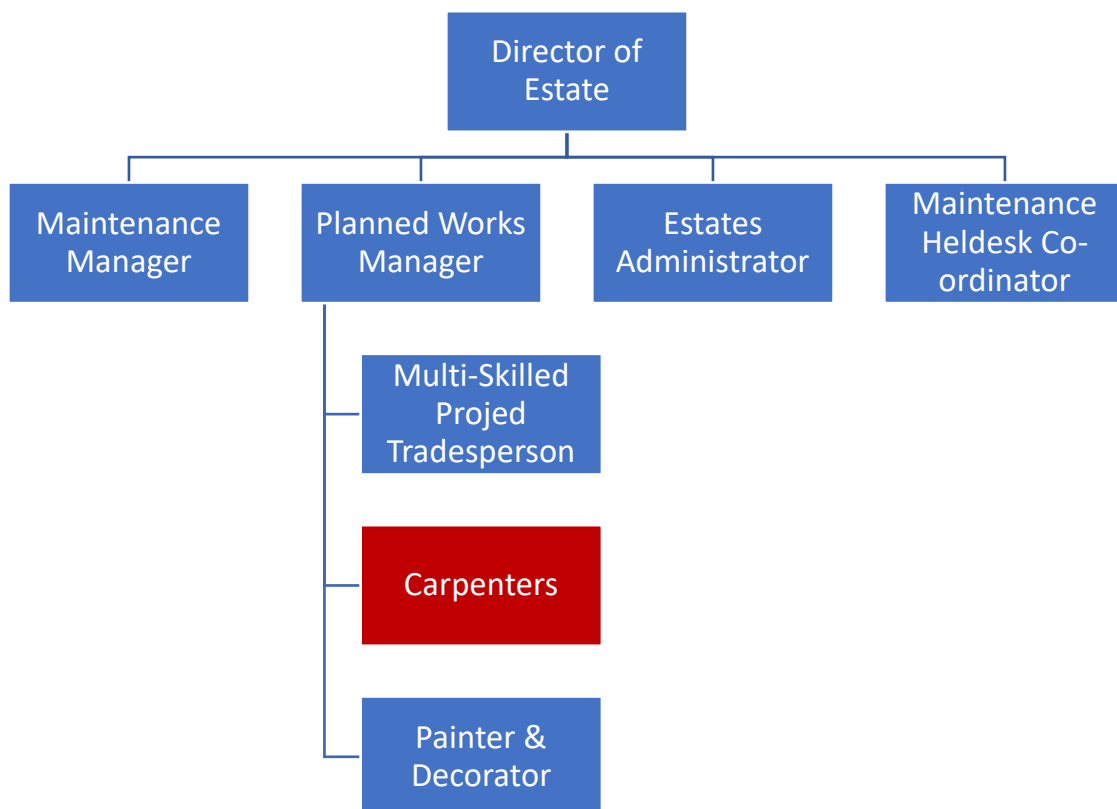
Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

### About the department

The building department is one of the busiest within the school and carries the responsibility for ensuring the school can function through the use of its many and varied buildings.

The purpose of the role is to assist in keeping the schools buildings safe and fit for purpose by the repair, maintenance and renewal of the building fabric and services.



## Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

### Key Responsibilities

- Deliver planned, cyclical and reactive work to domestic properties, boarding houses, classrooms and any other buildings as instructed.
- Make items in the workshop following Drawings, cutting lists, timber selection, machine work and bench assembly.
- Carry out and install manufactured items of joinery.
- Carry out first and second fix carpentry work, including dry lining.
- Carry out and repair work around the school buildings from the issue of job requests.
- Working as part of a team to ensure delivery of refurbishments and installation work.
- Work alongside and communicate effectively with other trades and school personnel.
- Work in areas at heights, in confined plant rooms and areas where access is restricted, and work indoors or out at any time of year.
- Organise daily work, including the preparation of parts and materials for ordering.
- Work alongside contractors as required.

### Additional Responsibilities

- Wear free issue, corporate workwear/protective clothing at all times.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

*These tasks are not intended to be exhaustive.*

*It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.*

## Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk) or ring 01832 277193.

## Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
City and Guilds NVQ level 3 carpentry or recognised equivalent	✓	
Proven recent experience of working in a multi-site environment	✓	
Valid driving licence with no more than six points	✓	
Experience of working in a maintenance environment	✓	
Current tower scaffold and/or ladder training cert		✓
Competencies, Skills & Experience	Essential	Desirable
Working knowledge of other trades	✓	
Willing and able to work at height and in confined spaces	✓	
Ability, and experience of, operating with risk assessments		✓
Personal qualities	Essential	
Ability to carry out multiple tasks and have a positive approach	✓	
Ability work on own initiative within given guidelines	✓	
Ability to work as part of a team	✓	
Ability to converse effectively at all levels	✓	
Adaptability and versatility	✓	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

## Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** ASAP, subject to clearance of pre-employment checks (typically 4-6 weeks)
- **Contract:** Permanent
- **Working weeks:** 52 weeks.
- **Hours of work:** 08:15 to 17:00 Monday to Friday totalling 40 paid hours per week. All meal breaks are unpaid and non-working hours with the exception of one 20 minute paid break daily. In addition to your normal hours of work, you may be contacted out of hours and requested to provide on-site support to deal with a particular situation. If you respond to such a request, you will be paid double time for the duration of the call out and are entitled to reclaim any reasonable travel expenses incurred while attending the call out.
- **Salary:** £29,577.
- **Holidays:** 31 days per annum (FTE) including 24 days paid holiday and 7 paid bank holidays. Apart from all bank holidays other than the first May day when the School is in session – i.e. 7 bank holidays, the School contractually determines a further 3 of these 24 holidays, be taken between Christmas and New Year, where staff are contracted to work this period. This is pro-rated for part-time staff.

To apply, please visit our Recruitment website at: [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies)

**Closing date for applications is Thursday 13 November 2025, 9am.**  
**Interviews will be held week commencing 17<sup>th</sup> November 2025.**

If you have any questions about the role, please contact:

**Human Resources**

**Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE**

**Email: [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk) / Tel: 01832 277193**