



Job Description Carpenter/Maintenance Assistant

Place of Work: West Heath School, Sevenoaks, TN13 1SR

Hours of Work: 22.5 hours/ 52 weeks per year (52 weeks per year)

Accountable to: Estates and Facilities Manager

Direct Reports: N/A

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Integral to the school environment is the promotion of the 4Rs: Respect, Responsibility, Relationships, and Resilience. Every member of our committed, dynamic, and resourceful staff plays a significant part in our students' success. To achieve positive outcomes, we work collaboratively and always as a team, ensuring that all practical and educational functions are aligned to create a safe and trusting environment for our young people.

We are currently on an exciting journey to be registered as a therapeutic community and welcome staff who follow this ethos.

Main Purpose of the role:

The primary purpose of this role is to provide a professional carpentry/ maintenance service while delivering comprehensive day-to-day general maintenance support. As a key member of the Estates team, the post holder ensures the operational continuity of the school through rigorous proactive upkeep, and efficient reactive repairs. By maintaining the physical environment to the highest standards, this role directly supports the school's mission of "Rebuilding Lives through Education," providing a safe and high-quality setting essential for students with complex needs and those benefiting from a trauma-informed approach.



The post holder must be sympathetic to the educational as well as the practical requirements of the School and be able to work to tight deadlines, often under demanding conditions. Health and Safety and safe systems of work are paramount at all times, ensuring that all facilities remain fully compliant with statutory regulations to protect students, staff, and visitors

Main Duties and Responsibilities:

Specialist Carpentry Duties:

- Perform the installation and repair of woodwork, doors, furniture, and frames.
- Maintain and repair specialist carpentry elements including ironmongery, locks, sash cords, and window restrictors.
- Undertake general maintenance tasks including basic plumbing, painting, decorating, and changing light bulbs.
- Carry out general repairs across the school site as required.

General Maintenance

On occasion and when required to provide:

- **Multi-Trade Support:** Execute a wide range of practical maintenance tasks including carpentry, plumbing, painting, decorating, and general repairs.
- **Fabric Maintenance:** Conduct routine checks and repairs on the building fabric, addressing defective equipment and ensuring all fixtures, such as light bulbs and door furniture, are in good working order.
- **Operational Support:** Facilitate the set-up and set-down of school events, including the strategic movement of furniture and equipment.
- **Resource Management:** Assist in the diagnosis and repair of defective mechanical and manual equipment throughout the campus.
- **Compliance Checks:** Perform weekly fire alarm testing, regular fire escape route inspections, and fire extinguisher checks in conjunction with the H&S Officer.
- **Facilities Upkeep:** Conduct daily maintenance of the swimming pool, including water quality monitoring and back-washing; ensure the distribution of deliveries throughout the site.
- **Fleet Maintenance:** Perform regular safety and maintenance checks on the school vehicle fleet, including oil, water, and screen wash levels.
- **Seasonal Grounds Work:** Maintain safe site access through seasonal work, including snow clearance, gritting, and clearing pathways of leaves and debris.
- **Health and Safety:** Regular health & safety monitoring and tasks.

- Any other duties as required by the Head of Estates & Facilities.

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.

- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: Carpenter/ Maintenance Assistant

The successful candidate will be a strong, forward thinking and inspirational leader who demonstrates commitment to the school's values and ethos, and has the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
1. Qualifications	• Basic Numeracy and Literature • NVQ/C&G Carpentry or equivalent vocational qualification.	
2. Experience	• Significant experience in construction and refurbishment • General maintenance and carpentry skills • general maintenance procedures	• Working in listed buildings experience • Working in a School environment. • Attachment Aware and Trauma Informed Education/ Therapy models.
3. Knowledge and skills	• Knowledge of both first fix (structural: stud walls, joists) and second fix (finishing: doors, molding) • Ability to read and interpret technical drawings, blueprints, and specifications. • Expertise in using a wide range of hand tools (chisels, hand saws) and power tools (circular saws, routers, nail guns). • Strong mathematical skills for calculating accurate dimensions, material layout, and ensuring structures are plum, level, and square. • Sound knowledge of health and safety regulations (e.g., PPE, risk assessments)	• Installation and maintenance of fire doors • Restoration work • General maintenance skills

	• Good interpersonal skills to enable effective communication with colleagues and pupils. • Strong organisational and time management skills.	
4. Competence	• Ability to work as part of a team. • Ability to use initiative and work independently. • Proven job reliability, dedication and attention to detail. • Able to work well in a busy and demanding school environment.	•
5. Personal Qualities	• Flexibility to deal with changing priorities. • Detail orientated • Ability to maintain good working relationships with colleagues at work. • Ability to work in a way which reflects the schools values/ ethos. • Working practice which encompasses equal opportunities. • Ability to work under pressure while recognising it in self and others.	
6. Other	• Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding.	• Full driving licence

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.



West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.