



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	<ul style="list-style-type: none"> Joiner
NUMBER OF POSITIONS	<ul style="list-style-type: none"> 2
CONDITIONS OF ROLE	<ul style="list-style-type: none"> Start Date: August 2025 Contract Type: Temporary until August 2026 Hours of Work: The hours of work will be Monday to Thursday from 7:00am to 3:30pm, and 7:00am to 2:30pm on Friday, with 30 minutes (unpaid) for lunch. A paid working week of 39 hours. Salary: the salary range for this post is £31,440 to £34,435 per annum and is dependent on skills and experience Holiday Entitlement: Entitlement is to 25 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.

ROLE DETAILS	
PURPOSE OF THE ROLE	The Joiner will carry out all joinery duties as instructed by the Estates and Facilities Department management.
ACCOUNTABILITY	The Joiner is accountable to the Maintenance Manager and through them to the Head of Estates and Facilities.
AUTHORITY	The Joiner has authority as delegated by the Maintenance Manager and other promoted staff.
RELATIONSHIPS	The Joiner will work with other team members within the Estates and Facilities Department and interact with other colleagues across the organisation.

DUTIES AND KEY RESPONSIBILITIES	<ul style="list-style-type: none"> Carry out all joinery duties as instructed by the Maintenance Manager and other promoted staff, ensuring the Schools are maintained to a high standard of repair. Conduct regular inspections of wooden structures, doors, windows, and furniture to identify and address potential issues before they require major repairs. Assemble, repair, and refurbish school furniture, including desks, chairs, and shelving, as needed. Maintain and repair fire doors, ensuring compliance with fire safety regulations, including self-closing mechanisms and intumescent strips. Respond promptly to planned, unplanned, and emergency maintenance requests, including urgent repairs that may impact school operations, such as broken doors, damaged flooring, or window repairs. Undertake project-based work as required, including fitting out kitchens, refurbishing windows, and installing
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	<p>or upgrading fire doors in line with safety and compliance standards.</p> <ul style="list-style-type: none"> • Work alongside electricians, plumbers, and decorators to ensure efficient completion of maintenance projects. • Monitor and maintain stock levels of joinery materials, liaising with suppliers when replenishments are needed. • Manage workflow and remedial actions via the Civica/Parago CAFM system
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Proven experience in joinery, ideally within a maintenance or facilities management setting • Experience with a variety of joinery tasks, including repairs, installations, and refurbishments • Experience working with different types of materials, such as wood, metal, and composite • Experience with emergency repairs and responding to urgent requests • Knowledge and practical experience of Health & Safety procedures, including safe working practices • Experience using a computerised assisted facilities management system, for job management and compliance checks. 	<ul style="list-style-type: none"> • Previous experience of working in a school setting
Education/Qualifications	<ul style="list-style-type: none"> • Completed an apprenticeship or equivalent qualification in Joinery or a related trade. 	<ul style="list-style-type: none"> • First Aid training • PASMA • IOSH
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Physical ability to lift, cut, join and wield heavy tools and materials • Flexible and adaptable at work in order to meet competing priorities • Skilled in reading and interpreting technical drawings, plans, and specifications 	

	<ul style="list-style-type: none"> • Excellent problem-solving skills, with the ability to work independently and make decisions when needed 	
Personal Attributes	<ul style="list-style-type: none"> • Reliable and punctual, with the ability to work independently and as part of a team • A proactive approach, with a strong work ethic and the ability to take initiative • Highest standards of professionalism and personal integrity • Boundless energy and resilience to allow challenges to be viewed as opportunities • Dealing with every situation calmly and professionally • A desire for fairness, dignity, and respect in every interaction • Active listening and authenticity • Positive attitude and a customer-focused approach to working with staff, students, and external contractors. 	
Other Requirements	<ul style="list-style-type: none"> • Full, clean UK Driving Licence. 	<ul style="list-style-type: none"> • Driving License with minibus and trailer entitlement (D1 and D1E).

The closing date for this role is Wednesday 23 at 12 noon. We anticipate interviews will be held shortly after.