



## Job Description

<b>Job Title:</b>	Joiner
<b>Department/School:</b>	Estates
<b>Reports To:</b>	Head of Facilities and Estates

### Job Purpose

Working as part of the Estates Team, you will be responsible for the maintenance, repair, and installation of wooden fixtures, fittings, and structures across the School. This includes doors, windows, furniture, flooring, and bespoke carpentry work required to support the safe and functional operation of the School. The role involves responding to reactive maintenance requests and carrying out planned works. On occasions, you may be asked to support the other tradespeople in the team.

### Main responsibilities

- **Maintaining and repairing woodwork** - this includes fixing furniture doors, windows and other joinery elements;
- **Making and installing new joinery** - e.g., creating shelves, counters or other custom pieces for the School;
- **Following drawings and specifications** - interpreting plans and ensuring works meets requirements;
- **Working with different materials** - experience with a range of wood types and finishes;
- **Collaborating with other trades** - working alongside plumbers, electricians and other building trades;
- **Adhering to Safety Regulations** - ensuring all work is carried out safely and in accordance with School policies.

### Skills

- **Time served Joiner** - experience in woodworking and joinery techniques is a must;
- **Repairs and Maintenance** - experience in maintaining and repairing woodwork and fittings;

- **Problem-Solving** - ability to identify and resolve joinery issues independently;
- **Manual Dexterity** - a high level of skill in using hand and power tools;
- **Attention to Detail** - accuracy and precision in work are essential

## Knowledge, Skills and Experience

Attribute	Essential	Desirable
<b>Education, Qualifications &amp; Training</b>	SVQ in Joinery  Time served (following apprenticeship)	Trade related qualification  Driving licence
<b>Knowledge &amp; Experience</b>	2 years' work experience after serving time as an apprentice  Proven experience of working in a team  Excellent practical and problem-solving skills  Good communication skills and a professional attitude	

## Dimensions

This is a full-time permanent post, working 37.5 hours per week, 52 weeks per year. Working hours are Monday to Friday, 08:00 to 16:00 with a 30 minute unpaid lunch break.

## Additional Requirements for the role

This job requires:

- Protection of Vulnerable Groups Scheme (PVG) Registration

The Protecting Vulnerable Groups (PVG) scheme is managed by Disclosure Scotland. It helps ensure people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups.