



GORDONSTOUN

Broader experiences, broader minds.

MAINTENANCE JOINER

Reports to: Project Manager

Job Purpose: Our Estate is set in over 150 acres of the stunning Moray countryside and is made up of a broad range of buildings providing classroom, office space and living accommodation for up to 600 people.

The main purpose of the Maintenance Joiner is to provide general planned and reactive maintenance, installations and repairs to a variety of integral structures within campus buildings. As part of the Estates Team, the Joiner will participate in, and successfully complete joinery works contributing to many diverse Capital Projects that take place on campus.

The Maintenance Joiner might also, in time, demonstrate the aptitude to assume further responsibility as the Maintenance Supervisor.

Grade and working hours: 2BN – 37.5 hours per week

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities of the role:

- Repair and refurbish existing building works
- Making and fitting specific items and/or furniture from staircases to kitchen cabinets
- Constructing and fitting shelving units
- Repairing and maintenance doors, door frames, window etc.
- Snagging works including joinery and basic re-decoration such as taping and filling, painting etc.
- Matching, ordering and tracking of relevant buildings materials and supplies as needed
- Ensuring all work is carried out in accordance with the requirements of Health and Safety and other relevant legislation
- Providing a service to clients and maintain good customer service and relationships

- Repairs to and maintaining fixtures such as door handles, locks, cabinet handles, stairway railings and other relevant fixtures
- Utilise skills in and assist other related trades such as plumbing, roofing, painting and decorating etc.
- Participate in first fixing as well as second fixing work
- Repair, replace and maintenance hard wood and other material make up flooring
- Communicate and work efficiently with all staff within Maintenance and other departments within Facilities
- Be available for on-call duties in rotation

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> • GCSE/SQA C grade or higher (or equivalent) in English and Maths • Evidence of continuous professional development 	<ul style="list-style-type: none"> • SVQ Carpentry and Joinery (Construction) SCQF 6 or equivalent 	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> • Understanding of building and construction 	<ul style="list-style-type: none"> • Understanding and working knowledge of the operations of building and construction 	Application form Interview
Skills and experience	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Strong attention to detail and a high level of accuracy • Able to work through problems without guidance • Computer literate with capability in email, MS Office and other MS programs. 	<ul style="list-style-type: none"> • Experience of working efficiently as part of a team and as an individual within a construction environment • Managerial or supervisory training such as Leadership Matters • Previous experience as a maintenance or construction related supervisor role 	Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> • Conscientious and diligent, with excellent attention to detail. • Enthusiastic, diplomatic and calm under pressure. • A proven track record of strong 	<ul style="list-style-type: none"> • 	Interview Task

	<p>working relationships with students, colleagues and customers.</p> <ul style="list-style-type: none"> ● A positive and proactive attitude to manage a high volume of work. ● Flexible, with a can-do attitude. ● Someone who creates a positive and cooperative working environment. ● A commitment to Gordonstoun's unique educational ethos. ● A commitment to doing the best for students from diverse cultural backgrounds. 		
Child protection	<ul style="list-style-type: none"> ● Suitable to work with children ● A full PVG check will be completed on the successful candidate 	<ul style="list-style-type: none"> ● Experience of working with or within and environment with children and young people 	References PVG check