



TONBRIDGE SCHOOL

GENERAL BUILDING TRADES PERSON
Full time, all year round post



Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally. The school aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued.



A well-established house system at the heart of the school fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. Equally, we hope to foster a life-long empathy for the needs and views of others; in the words of the great novelist and Old Tonbridgian E.M. Forster: 'Only Connect'

TONBRIDGE SCHOOL

Job Description

Job Title **General Building Trades Person**

Reporting to **Building Trades Foreperson and the Estates Bursar**

Main Purpose To provide skilled multi-trade building services.

To assist the Building Trades Foreperson in delivering the day-to-day reactive and planned building and associated varied maintenance tasks, ensuring that the School's properties and external areas are inspected, maintained and repaired in accordance with legislation and good practice.

Main Duties and Responsibilities

- To provide practical multi-trade building skills to assist in undertaking reactive and planned maintenance works to the estate, to include amongst other works bricklaying/roof work/hard landscaping/general building.
- To ensure reactive and planned maintenance work is carried out to a high standard and in compliance with good practice and H&S regulations.
- To work on own initiative when required and be able to provide direction to Maintenance handyman/trade assistant in delivering general/maintenance work.
- To ensure that labour, materials, plant and equipment are used safely, effectively and efficiently.
- To undertake specific projects as agreed with the Building Trades Foreperson/Estates Bursar.
- To work as part of the Estates team and to assist other trades as and when required.
- To undertake groundwork, concreting and drainage repairs.
- To undertake the handling, placing and finishing of concrete work.
- To be able to undertake plaster and render repairs.
- To be able to safely erect, dismantle and move mobile tower scaffolding.
- To undertake any other duties as requested by the Building Trades Foreperson or the Estates Bursar.

Confidentiality

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business as sensitive and confidential materials are regularly handled in the Department. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead, their assistants, or the Headmaster.

Person Specification

Skills and Abilities

- Good interpersonal skills and well-developed communication skills
- Be able to communicate well with colleagues, working as part of a small team
- Have a positive, can-do approach and attitude to work
- Self-motivated, pro-active, and flexible
- Reliable, honest, and trustworthy
- Be adaptable, demonstrating an ability to work with all levels of staff across the estate
- Demonstrate good organisational skills
- PASMA trained
- Physically fit
- Full UK driving licence
- We operate a FixFlo work ticket system for receiving, completing and responding to daily maintenance tickets via a mobile app

Knowledge and Experience

- Knowledge of current legislation, regulations and associated Codes of Practice
- Knowledge and practice of Health and Safety Regulations and the ability to apply as appropriate
- At least 5 -7 years' experience as a qualified Building Tradesperson
- Experience of working with different trades people and carrying out a variety of work

Qualifications

- Traditional apprenticeship or recognised work experience with successful NVQ, City and Guilds or other recognised qualification training provider certificate in any main building trade

Other requirements

- A determined self-starter with the ability to see jobs through to completion
- Personal commitment to continuing professional development and maintaining an up to date professional knowledge sufficient to be a credible and effective source of advice
- Essential to have a flexible approach, be a team player and be prepared to learn new skills

Hours of Work

This is an all year round, full time position of 39 hours a week working Monday to Wednesday 8am to 4.30pm; Thursday and Friday 8am to 4pm with a 30 minutes' unpaid lunch break.

Remuneration & Benefits

An annual salary of £28,500 - £29,500.

Annual leave of 20 days plus bank holidays per annum rising to 25 days after five years' service.

Lunch provided free of cost during term time.

Pension Scheme.

Free Parking.

Sports Centre membership (staff rates).

School Fees Remission (after three years' service).

About Tonbridge School

History

Tonbridge School was founded in 1553 by Sir Andrew Judde. The Charter ordained that the Governors of the school after the death of the Founder were to be the Worshipful Company of Skinners, one of the oldest City Livery Companies. Sir Andrew, himself a distinguished member of this Company, left property in the City of London and in the parish of St Pancras as an endowment for the school. The income from these estates is at the disposal of the Governors for the general benefit of the School. The Skinners' Company, especially through the Governors, is still heavily involved in the day to day life of the School.

The School Facilities

Tonbridge is a school with enviable facilities. The buildings are a fine blend of old and new. There is a dedicated music school, an art and DT centre and the E. M. Forster Theatre, often used for theatrical and musical events for the general public as well as the school.

The Smythe Library is central to the boys' experience of the school.



Barton Science Centre

Tonbridge's state-of-the-art Barton Science Centre, which opened for teaching in January 2019, puts science and technology at the very heart of the school. One of the most ambitious developments to happen on the campus since the first science building was constructed in 1887, the three-storey centre combines new classrooms and latest technology with many original architectural features. Named after British organic chemist Sir Derek Barton, an Old Tonbridgian who won the Nobel Prize 50 years ago in 1969, the centre places Tonbridge at the cutting edge of school science. It will also help the school to realise its ambitions of stimulating future generations in their studies and inspiring many to embark on scientific careers.



Application Process

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

Closing date: Thursday 27th January 2022 at 12 noon

We reserve the right to interview suitably qualified candidates for this post before the closing date.

Recruitment related policies and an application form can be found at:

<https://www.tonbridge-school.co.uk/about/employment-opportunities>

Completed Application Forms to:
HR Department, Tonbridge School, TN9 1JP

hrdept@tonbridge-school.org