JOB DESCRIPTION

Job Title: Maintenance Joiner

Responsible To: Deputy Estates Manager

Accountable To: Deputy Estates Manager/ Facilities and Site Manager

Information about Chetham's:

Founded in 1653, Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

Job Purpose and Objectives:

To work as part of the Maintenance team delivering an efficient and high-quality We are looking for a maintenance Joiner to join our Maintenance team to deliver an efficient and high-quality reactive and planned maintenance service to Chetham's

Main Duties and Responsibilities:

To work as part of a team, carrying out, planned works and general repairs and maintenance across Chetham's

Duties to include; -

- Maintain a clean and safe working environment, adhering to all health and safety regulations
- Building fabric & furnishing Repairs: Repairing in-situ timber, aluminium, and UPVC structures (windows, doors, desks, bookcases).

- Security & Ironmongery: Adjusting and replacing door closures, hinges, and lock cylinders, or upgrading security devices etc.
- Fire Safety Compliance: Upgrading doors and frames to meet fire safety regulations, maintaining panic escape hardware, and fitting fire-rated seals.
- Workshop Duties: Operating and maintaining woodworking machinery, cutting materials, and assembling bespoke storage units.
- Multi-Trade Tasks: Assisting with other site maintenance tasks such as patch plastering, tiling, painting, and installing suspended ceilings or partitioning etc.
- Compliance & Reporting: Adhering to Health and Safety guidelines, managing material stock levels, and completing job logs.
- Chaperoning contractors
- Emergency callouts
- Clean ups after emergency maintenance issues
- And any other duties

To carry out the above duties according to the frequencies specified in Work Schedules, or as directed by Deputy Estates Manager.

To undergo any training that might be relevant to the duties of this post, including attendance at any on-site training sessions organised by the department.

To have knowledge of the School's Health & Safety Policy and, in particular, that of the Maintenance Department, carrying out duties in a manner which is safe for all.

To be responsible for promoting and safeguarding the welfare of children that they come into contact with at work.

Report any personal accidents/ untoward incidents to management immediately.

To carry out any other duties which fall within the remit of this post or needs of Chetham's.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students. I agree that I have read and understood the attached job description.

I agree that I have read and understood the above Job Description

Employee's Name _____

Employee's Signature _____

Date _____

Maintenance Joiner	Requirements/ Specification
	Essential
Previous experience of working in a busy maintenance environment	E
Recognised qualification such as City & Guilds or NVQ Level 3 in Carpentry and Joinery.	E
Ability to communicate clearly and effectively in both spoken and written English.	E
Excellent time management skills	E
Ability to work on own initiative and able to cope with periods of pressure and change	E
Flexibility with regards to working hours, practices and sharing of duties with other team members as and when required	E
Reliable, conscientious and willing to work as part of a team	E
Well organised, honest and able to maintain confidentiality	E
Suitability to work with children	E
Machining, manufacture, fitting and glazing of replacement doors, windows, sashes	E
Repair of cupboards, shelves and furniture and erection of notice boards etc.	E
Quantify and source the correct materials for the placement of orders	E
	Desirable
Previous experience of working with children	D
Compliance Knowledge: Familiarity with current fire door regulations (BS476, HTM05-02) and building codes.	D
Previous experience of working in a school/ college or hotel environment	D