

## JOB DESCRIPTION

<b>Job Designation/ Service</b>	<b>Joiner</b>
<b>Responsible to</b>	<b>Estates and Facilities</b>
<b>Direct reports:</b>	<b>0</b>
<p><b>Introduction:</b></p> <p>Due to our continued growth, we are looking for an experienced Joiner to join our existing team. Primarily, the role involves installation, replacement and repair of existing fire doors and frames, installing kitchens, forming fire rated walls, ceilings and enclosures, general repairs to stairs and 2<sup>nd</sup> fix joinery and general external joinery works on both our existing and new properties.</p> <p>This is a permanent, full-time role, with working hours of Monday – Friday 9-5. The role is based throughout Cumbria and the Northeast, with a van, tools and workwear provided. There is plenty of opportunity for training and development. The annual salary for the role is £35,000.00, which also includes a package of staff benefits and a workplace pension scheme.</p>	

### **Main Responsibilities and Specific Outcome Area's:**

Working with A Wilderness Way offers the opportunity for you to truly make a difference to children's lives. We are recruiting a qualified joiner to join our friendly and skilled team. Our properties are children's homes and creating safe comfortable environments is what this role is all about.

We are ideally looking for someone with strong joinery and general maintenance skills. Qualifications for this role are vital, as well as practical experience in a similar role.

Experience in operating a variety of equipment including routers, planers, chop saws, general power tools and small hand tools is essential, with the ability to perform all 1<sup>st</sup> & 2<sup>nd</sup> fix joinery/carpentry. This includes complex tasks, such as installing kitchens including routing worktops, installing and replacing fire doors, repairing floors, stairs and other 2 fix joinery, installing external doors and windows.

The role will also include surveying and reporting on the condition of existing housing stock and assisting with the development of planned programmes of work. The role will also be responsible and take the lead on planned works, directing and guiding other members of the team and sub-contractors.

In the future it is likely the role would support an apprentice programme to assist with our team growth and expansion. The successful candidate would need to be responsible for the apprentice and be able to mentor and guide them through a college portfolio.

We are also looking for someone who:

- Is enthusiastic, tenacious and has a strong attention to detail.
- Comfortable using a variety of plant, machinery, and tools.
- Can trouble shoot.
- Happy to 'roll their sleeves up' and get stuck into helping will all aspects of our maintenance teams jobs.

Our teams are based across several sites throughout Cumbria and the Northeast, therefore a full driving licence and access to your own vehicle is essential. You would be expected to drive a short distance to pick up and drop off your van at the start/end of the day and the van would then be used for work activity 9-5.

- Work safely following all HSE requirements, identifying risks and operating within safe systems of work and be accountable for compliance with the Health and Safety at Work Act and COSHH regulations. There is an emphasis on working safely due to the nature of our properties and the children living within them.
- Work within the maintenance team and escalate any concerns to the Estate and Facilities manager.
- Review works being carried out by third party contractors - checking quality of tasks being undertaken and reporting back to Estate and Facilities manager any concerns. Assist the Estates and Facilities manager with obtaining quotations for planned programmes of work by third parties.
- Manage plant and equipment and assist with maintenance and servicing of items.
- Manage your own maintenance schedule of works to ensure smooth resolution of requests in a cost effective and timely manner, prioritising safety issues. You will be responsible for carrying out regular checks on our properties grounds and identify any H&S or quality issues.
- Ability to work under pressure.
- Carry out repair works following damage to external grounds and building infrastructure.
- Friendly and approachable with previous experience of working in a ground's maintenance role.
- Keep high standards in and around the properties, ensuring a pleasant and comfortable environment.
- Communicate effectively to all management and contracting personnel.
- Reliable and Flexible.
- Work to a high standard and in a timely manner.
- Work effectively using a PDA for logging maintenance jobs, emails, electronic calendars, and company processes.

## **General Statement**

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

## **Health and Safety**

A Wilderness Way Ltd aim to provide and maintain a positive, safe, and healthy working environment for our employees. In support of this, all employees are required to take reasonable care of themselves and others who may be affected by their actions as well as comply with Health and Safety regulations and other requirements.

## **Equal Opportunities**

A Wilderness Way Ltd supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Company's EO Policy and Guide to Equality document.

## **Safeguarding**

AWW Ltd is committed to safeguarding and promoting the welfare of those individuals covered by regulated activity and expects all staff to share this commitment. It is an essential requirement that staff are aware of AWW Ltd.'s safeguarding procedures and staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behavior and receive safeguarding supervision as appropriate.

## Person Specification

<b>QUALIFICATIONS:</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Essential - Level 3 GNVQ joinery/carpentry/woodworking. The post holder must have completed a recognised apprenticeship, with a City and Guilds (NVQ level 3) or equivalent.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Desirable – CSCS card and other trade cards such as PASMA, IPAF</li> </ul>		✓
<ul style="list-style-type: none"> <li>Hold or be willing to work towards your BM Trada/FIRAS Accreditation/FDIS</li> </ul>		✓
<ul style="list-style-type: none"> <li>Evidence of health and safety training and experience</li> </ul>	✓	
<b>Knowledge &amp; Experience</b>		
<ul style="list-style-type: none"> <li>Minimum of 3 years qualified joinery/carpentry experience</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experienced in fire door installation</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experienced in installing kitchens</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Additional experience within other disciplines of the building trade</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Used to working with basic computer systems and software. Job recording on PDA's, emails, and basic spreadsheets</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Up to date technical knowledge and familiar with building regulations</li> </ul>	✓	
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>Punctual and reliable</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proactive approach towards health and safety</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent attention to detail being passionate about the quality and finish of your work</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good organisational skills and able to work to a programme of works as well as flexibly.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work on own but also to work as part of the wider maintenance team with a helpful friendly can-do attitude</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working within a child focused environment, such as schools or care environments is desirable</li> </ul>		✓

<b>Skills and Abilities</b>		
• Ability to think for yourself and solve task related problems	✓	
• Maintaining up to date knowledge on legislative development	✓	
<b>Other work-related requirements</b>		
• Ability to support the core values of A Wilderness Way.	✓	
• To have an understanding of and positive belief in the promotion of inclusion and equal opportunities for all.	✓	
• Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service <b>OR</b> hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the Update Service	✓	
• Full UK manual driving licence holder, preferably with no more than 6 points.	✓	