



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A SCHOOL CARPENTER

WELCOME TO ST MARY'S SCHOOL ASCOT



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is looking to appoint a School Carpenter for an immediate start. This is a full-time appointment.

The School Carpenter will be responsible for delivering a comprehensive range of planned preventative and reactive maintenance tasks across the school site with a particular focus on carpentry and joinery. Working to the highest standards, the postholder will ensure that all carpentry work is completed safely, efficiently and to an exceptional standard of workmanship.

As a valued member of the Estates department, the School Carpenter will also support the wider operational needs of the school, working collaboratively with colleagues to provide an outstanding service to pupils, staff and visitors.

The Line Manager for the school carpenter is the Estate Manager although on a day to day basis they will take direction from the Deputy Estates Manager.

PERSON SPECIFICATION

The School Carpenter will:

- Be a City and Guilds apprenticed trained carpenter or cabinet maker or hold equivalent qualifications.
- Have proven experience in carpentry, joinery within a commercial or educational environment.
- Have a full understanding of Health and Safety regulations including the requirement for risk assessments for carpentry work.
- Have knowledge and training on safely operating workshop machinery.
- Have a sound knowledge of timber types and other woodwork materials with the ability to recommend appropriate materials for different tasks.
- Possess excellent practical skills with a commitment to producing work of the highest quality.
- Be comfortable working both as an individual as well as being part of a team.
- Have a positive, flexible and proactive approach to work as well as a keen sense of humour.
- Be organised and have the ability to manage multiple tasks and changing priorities.

RESPONSIBILITIES

The main responsibilities and duties will include but not limited to:

- Install, maintain and repair all internal and external doors, door furniture, and locks including all fire doors, ensuring compliance with current fire safety regulations.
- Install, maintain and repair windows, window furniture and any fittings.
- Maintain, repair and refurbish school furniture and ensure it remains safe and fit for purpose.
- Install kitchens, bathroom furniture and any small scale cabinet making and bespoke joinery as required.
- Provide direct support to the Art Department including the construction of picture frames, display of art work across school site.
- Carry out all work in accordance with current Health & Safety legislation and school policies.
- Ensure all equipment and machinery are maintained and operated safely.
- Maintain a clean, organised and safe working environment.
- Report defects, hazards and maintenance issues promptly.
- As a member of the Estate Department team, provide general support to the operation of the school. This will include coordination of car parking for school events, setting and resetting furniture for events, setting out of examination halls and assistance to parents at the start and end of term with trunks.



Other duties

- This job description sets out the main duties of a School Carpenter. No job description can be fully comprehensive and the School Carpenter will be expected to support the Bursar in any work reasonably required to support the operation of the school.



WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full Time/Part Time. This is a full-time appointment.

Accommodation. This is not a residential post.

Working Days and Hours. This is a full-time appointment based on 37.5 hours per week, worked on 5 days out of 7 basis. The normal working hours are 8am until 4.15pm, with a 45 minute unpaid lunch break each day. The postholder will be expected to work flexibly to meet the operational needs of the School. This may include occasional evening and weekend working to support school events, emergency maintenance or other operational requirements.

Additional Days. The School Carpenter is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

Salary. £35,000 per annum.

Holidays. The School Carpenter will be entitled to 33 days holiday which are inclusive of public holidays that fall during the school holiday periods. The School Carpenter is to take the holiday during the school holidays with prior approval from Estates Manager. Public holidays occurring during term time are regarded as working days. All staff are required to reserve 3 days holiday for the Christmas period.

Probationary Period. The first three months of employment will be a probationary period during which the notice period for both the job holder and the school is two weeks.

Notice period. On successful completion of the probationary period, the notice period for both the job holder and the school will be one month.

Pension. The successful candidate will be automatically enrolled in the Workplace Pension Scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch and, for staff on duty, a supper meal in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

Please complete the online application form selecting School Carpenter from the drop-down menu.
<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Bursar, Mr. Giles Brand, should be included with your application form. Applications will be considered on receipt. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





ST MARY'S SCHOOL ASCOT

ST MARY'S ROAD, ASCOT, BERKSHIRE, SL5 9JF

TELEPHONE: +44 (0)1344 296600

WEB: WWW.ST-MARYS-ASCOT.CO.UK