

BROMSGROVE SCHOOL

General Maintenance (Carpentry Focus)

Reports to:	Estates Manager
Hours:	40 hours per week, worked flexibly to meet school needs. Early mornings, evenings, and weekend work will be required.
Salary:	£30,000 per annum
Pension:	Contributory Pension Scheme (up to 7%)
Holidays:	25 days per annum plus 8 statutory bank holidays with an additional 2 days after 5 years' service
Sick Entitlement:	Graduated entitlement based on length of service, up to 12 weeks after 11 years
Other Benefits:	Uniform provided, lunch while on duty, free car parking

Overview

To support the Estates Department in maintaining all school buildings and residential properties, with a particular focus on carpentry. The role requires a proactive and skilled individual who can work independently and as part of a wider team.

Main Duties

1. Carry out general maintenance tasks with a strong emphasis on carpentry, including hanging doors, repairing furniture, and fitting or replacing ironmongery.
2. Undertake general building repairs across all school-owned sites and residential properties.
3. Proactively identify defects, carry out repairs where possible, and report findings to the Estates Manager.
4. Manage and prioritise tasks assigned through the school's property management system (FLOW 360), ensuring efficient workflow.
5. Complete regular and statutory maintenance tasks in line with maintenance schedules.
6. Follow safe systems of work, including completing risk assessments and method statements as required.
7. Read and interpret work specifications accurately.
8. Work independently and collaboratively as part of the Estates Team.
9. Undertake additional tasks outside your core trade when required in the interests of the school.
10. Conduct routine inspections of buildings, fixtures, fittings, and outdoor areas, reporting issues promptly.
11. Support planned maintenance and improvement projects under the direction of the Estates Manager.

Security & Safety Responsibilities

- Monitor the site for health and safety risks and take appropriate action to address hazards.
- Maintain cleanliness and organisation in maintenance areas, workshops, and storage spaces.

Person Specification

Essential Skills & Experience

- Practical experience in carpentry maintenance (doors, locks, windows, etc.)
- Ability to use digital systems and IT-literate, including logging tasks online
- Experience of health and safety and safe working practices
- Flexibility to work early mornings, evenings, and weekends when required
- Relevant trade qualifications or experience (carpentry/woodwork/general maintenance)

Personal Qualities

- Reliable, punctual, and committed to high standards
- Positive, friendly, and proactive approach
- Able to work independently and as part of a team
- Good communication skills with a calm, professional manner
- Motivated and a strong team player
- Physically able to carry out manual handling tasks

Desirable

- Experience working in a school or educational environment
- Knowledge of safeguarding principles (training provided)
- Familiarity with online maintenance or facilities management systems

How to Apply

Application is by the school's online application form. Closing Date for Applications is 18 March 2026

Safeguarding

Bromsgrove School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be required to undergo an enhanced DBS check, and the appointment is subject to satisfactory references and all other safer recruitment checks.