



ABINGDON

Message from the Bursar, Jonathan Webster

Thank you for your interest in Abingdon School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I urge you to spend time looking at our website, www.abingdon.org.uk, as this will tell you a lot about us and give you a taste of the atmosphere. To fill you in on a few salient features, Abingdon is an independent all boys' day and boarding school with around 885 boys aged 11 to 18, including 305 in the sixth form and 126 boarders. Abingdon, along with Abingdon Preparatory School (250 boys aged 4-13), forms the Abingdon Foundation. We employ around 300 teachers and support staff across the Foundation. The Board of Governors oversee both establishments.

Abingdon occupies a large and rather beautiful campus. Facilities are excellent. Most recently our stunning Sports Centre opened and we are now looking at future development with keen anticipation. We are well resourced in every area.

We may be over 755 years old (!) but Abingdon is a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join them.

Jonathan Webster

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: 01235 521563 Fax: 01235 849079

www.abingdon.org.uk



ABINGDON

JOB DESCRIPTION

Carpenter

Reporting to: Estates Manager (Buildings)
Line Management responsibility: None

Context

To carry out interior and external building maintenance works and PPM works including small works to a high standard. Working on own initiative when applicable or as part of the maintenance team.

Responsibilities

- Working across the foundation at its two sites
- Interpret and work from instructions, drawings and specifications appropriate to the trade, without supervision
- Set out new work using relevant tools and materials without supervision
- Experience in the machining of timber and fabrication of new joinery would be an advantage
- Be able to work on small work schemes without supervision
- Able to work from ladders, steps, scaffolding and other heights
- Qualified for and prepared to use portable woodworking machinery for all types of work
- Assist with other trades as necessary
- Prepared to work in confined spaces or at high levels
- To participate in additional training based on the specific needs of the post holder to maximise their knowledge to ensure that the service level requirements of the organisation are achieved
- To carry out any other duties deemed to be reasonable by the Maintenance Foreman
- Will be required to achieve good communications with colleagues and liaise with staff at all levels throughout the organisation during the course of normal duties

Person Specification and Skills

- A recognised apprenticeship with a minimum of City & Guilds craft certificate or equivalent and / or
- Minimum of 3 years experience in the trade
- Woodworking machinery certificate required and knowledge of Health & Safety Legislation
- Knowledge of COSHH
- Construction skill card holder
- Must have own hand tools (electrical tools will be supplied)
- A current driving licence is essential, own transport is desirable
- Competent in the use of e-mail and basic IT applications

Hours of Work

The role is 38.5 hours per week as follows (including an unpaid half hour lunch break):

8.00am–4.30pm - Monday–Thursday
8.00am–3.00pm - Friday

Remuneration

The salary will be negotiable dependent on qualifications and experience. Other benefits include the opportunity to join the School's contributory pension scheme, 6.4% being paid by the employee and 14.1% by the School and a free school lunch during term time. There is a probationary period of six months.

HOW TO APPLY Carpenter

If you would like to apply for the position of Carpenter, you will need to request an application form. Our application form is not currently available online or on our website. Requests should be made to the HR Assistant either by telephone on 01235 849 136 or by email to hr.assistant@abingdon.org.uk.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically or, if handwritten, please use black ink : it is going to be photocopied and so needs to be legible.
- Please do not submit a CV: we need information about all applicants to be presented in a consistent format.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Head (teaching posts)/Bursar (support posts) outlining why you think you are suitable for the role.
- Please do not send testimonials, certificates or examples of work etc.
- Please do check to ensure that you use the correct postage if you are posting your application.

Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you will contribute to Abingdon's 'Other Half' (extra-curricular) programme.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is accessible to contact your references at any time.

Submission of applications

Applications for teaching posts should be addressed to the Head (Miss Felicity Lusk). Applications for support posts should be addressed to the Bursar (Mr Jonathan Webster). All applications should be returned to:

The HR Assistant,
Abingdon School,
Abingdon, Oxfordshire, OX14 1DE
E-mail: hr.assistant@abingdon.org.uk

The closing date for applications is **Wednesday 16 November 2011 (midday)**.

Interviews will take place on **Tuesday 22 November 2011**.

Applications received after this date may not be considered. All applications will be acknowledged in writing and you will be contacted as soon as possible to let you know whether or not you have been shortlisted.

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after six months.

Interview Process

If you are invited for interview you will be required to bring the following evidence of identity, address, right to work in the UK and qualifications:

- passport or current driving licence including a photograph; and
- a utility bill or bank/building society statement showing your name and home address (less than three months old); and
- documentation confirming your National Insurance Number (P45, P60 or National Insurance Card); and

- original documents confirming any educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete a CRB application form which you should bring with you, along with your identity documents, to your interview. In the event that you are unsuccessful please be assured that your CRB application form and photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children.

Teaching Posts:

You will be contacted again if you are invited to interview which will include teaching a lesson. The School will contact you about your lesson. You will have a number of interviews, tour the School and meet some colleagues.

Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a satisfactory CRB disclosure;
- verification of professional status such as GTC registration, QTS (where required), verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- Satisfactory completion of the probationary period.

Safeguarding

All adults working at the Abingdon Foundation should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the Abingdon Foundation should be aware of, and when necessary, follow the school's Child Protection Guidelines, which are in line with the local Oxfordshire Safeguarding Children's Board (OSCB's) practice and procedures.

The Abingdon Foundation has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement by the OSCB that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is –

- found to be on DfES List 99 or the Protection of Children Act List, or the CRB disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process generally, please contact the Foundation's HR Department on 01235 849136 or contact the HR Assistant at hr.assistant@abingdon.org.uk.

Abingdon School is an Equal Opportunities employer.