



Job Description:

Carpentry & Joinery Technician

(Term time plus 4 weeks)



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(Term time plus 4 weeks)
REF: BSS062-867

The role:

We are looking for an enthusiastic Carpentry & Joinery Technician to join our busy Built Environment team and play a vital role in supporting our students and teaching staff. You don't necessarily need to be a qualified carpenter or joiner, but you will have a good understanding of the dry construction industry, strong practical skills and a clear understanding of the importance of health and safety in a workshop environment. You'll be responsible for preparing, setting up and maintaining workshops, tools, equipment and materials, ensuring everything is safe, organised and ready for teaching, working to deadlines to make sure our practical areas are fully prepared for classes.

If you are proactive, reliable, hands-on and take pride in creating high-quality, safe environments where students can learn and develop their skills, we'd love to hear from you and welcome you to our team!

Responsible to:

The postholder is responsible to the Head of Division for Trades and Technical Services.

Key Accountabilities and Responsibilities:

1. Maintaining the learning environment in accordance with Health and Safety requirements.
2. To assist in completing Risk Assessments as necessary.
3. Contribute to the development of learning material as appropriate.
4. Provide workshop support to teaching staff in the delivery of individual or group project/practical work.
5. Monitoring student safety and the operation of good practice within the learning environment as deemed appropriate.
6. Attending meetings as required and supporting the Curriculum Manager in monitoring and control of consumable and capital equipment.
7. Undertaking other duties, which may be reasonably required in connection with the post, which may, on occasion, be at other locations associated with the College.
8. Participate in promotional activities as appropriate.



9. Ensure that consumables, tools, equipment, machinery and materials are managed efficiently and ordered from appropriate suppliers when necessary.
10. Manage the stores environment including ordering and stock control of consumable and capital items.
11. Ensure that the maintenance and cleaning of all machinery in the workshops is efficiently managed and undertaken by you through a documented programme of preventative/planned maintenance.
12. To train staff and students in the use of equipment used in the curriculum area.
13. To induct, and where appropriate, mentor new curriculum staff to ensure that the working environment is maintained as an area of good practice.
14. Produce and maintain Health and Safety leaflets to assist staff and students understand how to operate, clean and maintain machinery safely and also keep the working environment safe.
15. Maintain the housekeeping of the working environment.
16. Preparing the learning environment prior to the teaching of a group.
17. Resetting the learning environment following the teaching of a group in readiness for the next session.
18. Liaise with external agencies in the efficient maintenance of machinery not covered within the planned maintenance programme.
19. To undertake first aid duties as required.
20. To work flexibly across the Department when required.
21. To continue to update your qualifications to industry standard throughout your employment through ongoing continuous professional development (where eligible and financially viable with the College's support).

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.



The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of a relevant Level 2 qualification in construction and built environment	E	A
Possession of Level 2 qualifications in English and Maths (or willingness to undertake training to achieve).	E	A
Be in possession of a First Aid Certificate or demonstrate a willingness to work towards achieving one within 12 months of appointment.	E	A
CIEH Level 3 Risk Assessment Principles and Practice qualification or a willingness to work towards.	D	A

Experience		
Recent relevant experience in the curriculum area	D	A/I

Knowledge, Skills and Attributes		
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£22,327.26 to £22,848.93 per annum

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.



Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1,309 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' (239 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Friday 21st August 2026 (10:00am)

Interviews will be held: Within one month of closing date



Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

