



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates **General Builder**

March 2022

Permanent / Full Time / All Year Round

From Kieran Topping Business Director



Dear Candidate,

Thank you for your interest in the role of General Builder here at Truro School (Senior School site).

We are seeking an experienced, hardworking, friendly team player, to join our Estates team. This important role is part of the team responsible for the maintenance and improvement of the School's building infrastructure, and will be conversant with the laying building materials, including concrete and brick, roofing works and constructing or repairing surfaces and structures.

Our desired candidate must have a broad base of skills and experience within the construction industry and be able to work under pressure and problem solve a range of issues.

Truro School is steeped in 140 years of history, and is Cornwall's leading independent school for girls and boys aged 3-18. The School is situated over two campuses, the Senior School is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral, and a vibrant Prep School located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational environment.

To give you a flavour of life here at Truro School please take a look around our website www.truroschool.com and take a moment to watch our virtual tour where you will see and hear from our staff and students and get a glimpse of our beautiful environs.

Truro School is an "excellent¹" school seeking "excellent" people to join our staff team and help us deliver a broad and balanced education to our enthusiastic children here in the beautiful county of Cornwall.

A handwritten signature in blue ink that reads "Kieran Topping".

Kieran Topping
Business Director

¹ As judged by ISI in 2017 at both our Senior and Prep Schools

Job Description: General Builder

ACCOUNTABLE TO:

Estates Manager/Senior Tradesman

GRADE:

NT4 on the Truro School Non-Teaching Salary Scales

CORE PURPOSE:

The General Builder is an integral and key member of the maintenance staff, responsible for the maintenance and improvement of the School's building infrastructure, through laying building materials, including concrete and brick, roofing works and constructing or repairing surfaces and structures.

KEY TASKS AND RESPONSIBILITIES:

- Work predominately within the Estates maintenance team
- Carry out a site investigation for each oral or written job/project instruction
- Ascertain the materials required and to request these from the Senior Tradesman
- Ascertain the exact specifications for the job possibly by discussion with the Senior Tradesman and/or from working drawings or plans
- Refer any questions or concerns to the Senior Tradesman
- Prepare surfaces prior to beginning work
- Undertake block laying, brick laying, paving works, as required
- Undertake roofing works to include flat and tiled roofing and associated guttering and leadwork, as required
- Operate heavy equipment, such as forklift, dump truck, and flatbed
- Operate and maintain various power and manual tools
- Maintain a clean work environment
- Ensure that health and safety related paperwork is in place for each job or project, for example; method statements, risk assessments, permits to work, etc
- Carry out routine health and safety inspections and record the findings, as required
- Undertake all aspects of building works and general maintenance tasks and assist other members of the Estates team, when required
- Undertake urgent tasks as assigned
- Use all equipment and materials in accordance with health and safety guidelines, wearing appropriate PPE when necessary
- Ensure that tools and equipment are kept in good order and report any faulty tools or equipment to the Senior Tradesman
- Work with the maintenance and caretaking team on tasks other than building work as requested.

EXPERIENCE AND SKILLS:

Essential

- Broad base of knowledge and skills in construction
- Knowledge of masonry techniques, related tools, equipment and materials
- Knowledge in operating light and heavy equipment materials
- Knowledge and skill in the construction, alteration, repair, and maintenance of masonry structures and surfaces
- Knowledge and skills in the construction, alteration and repair of flat and tiled roofing including leadwork
- Ability to work under pressure with minimal supervision
- Ability to trouble shoot and problem solve construction issues or potential issues
- Knowledge of general building maintenance
- Ability to assess a job, survey and measure up accurately, obtain materials and carry out work to a high standard of workmanship in a clean and tidy manner
- Physically fit and in good health, be able to lift, climb ladders and work at height or in confined spaces
- Evidence of effective team working skills
- Willingness to undertake training and development as required
- Working knowledge of the Health and Safety at Work Act and construction codes
- Willingness and ability to work flexible hours when necessary in order to meet business needs
- Proven record of reliability and good timekeeping
- Effective communicator
- Full driving licence and own transport in order to travel between School sites
- Self-motivated and enthusiastic
- Sensitivity to the Methodist ethos of the School and of independent education

Desirable

- Formal qualifications in construction
- CPCS digger qualification or equivalent
- Up to date First Aid at Work Certificate
- Ability to read building specifications and blueprints

This job description sets out current duties of the post that may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.

Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check.

We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.



Our Motto

Esse Quam Videri, meaning ‘to be, rather than to seem to be.’

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- Curiosity to always want to discover and learn more, academically and more widely too.
- Confidence to build resilience by learning from both successes and failures alike.
- Compassion to understand and champion the needs of others, in our community and beyond.
- Creativity to be imaginative in how we express ourselves and approach new challenges.
- Courage to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group universities.

Two thirds of GCSE and iGCSE grades in 2021 awarded were 9-7 (or A*/A), with a 28% at grade 9.

In the same year, we were pleased to report 74% of A-Levels were graded A*/A. Furthermore, 89% of all A-Level grades were graded at A*-B, with a 100% pass rate.

Computer Science, Drama, English Literature, Further Maths, Geology, German, Music, and Religious Studies all received 100% A*-A grades, with Economics, French, Geography and History, all gaining 100% A*-B.

Further information can be found here: www.truroschool.com/senior-school/academic/results

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

Our aim is for every Truro School student to leave us with a breadth of knowledge, understanding and a desire to continue with their selected passion. We encourage students to try a variety of activities, to embrace challenge, success and failure in order to grow.

Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportsman in the fields of windsurfing, fencing and sailing to name but a few. All abilities are catered for and every student is encouraged to participate in order to maintain a healthy lifestyle.

Music

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. Music is evident in all year groups with over 60 concerts each year involving our ensembles, choirs and bands. Tuition is available for numerous instruments including cello, violin, flute, clarinet, saxophone, drums. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Major events each term include the annual Hall for Cornwall Concert, the Junior and Senior Charity Concerts, jazz band and Nine Lessons and Carols.

Drama

Truro School is renowned for the quality of its drama productions which are held in our professional Burrell Theatre. The school runs a number of major productions throughout the year including the annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.



TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Pension scheme
- Lunch provided
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea, coffee and use of espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

Terms of Employment

This role is based at Truro School, Trennick Lane, Truro, TR1 1TH. This role is a permanent position working full time, 37.5 hours per week, all year round. It is subject to a 6 month probationary period.

Salary

This role is graded NT4 on the Truro School salary scales. The full-time salary is £24,500 - £29,100 pa dependent on skills and experience.

Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Non-teaching staff have a pension via the Pensions Trust whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to the Pensions Trust, and the School will make a 10% contribution.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Care First as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives access to hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following:

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| 1. Proof of right to work in the UK | 5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years) |
| 2. Enhanced criminal background check (DBS) & Barred List check | 6. TRA and section 128 check (if applicable) |
| 3. Two satisfactory references | 7. Fit to Work Questionnaire |
| 4. Evidence of qualifications held | 8. Acceptable self-disclosure form |



APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.