



The Architectural Association

ROLE: Maintenance Operative/Carpenter

Salary:	£32,000 to £35,000
Location:	London – Bedford Square
Department:	Estates & Facilities
Reporting Staff:	Estates & Facilities
Reporting to:	Maintenance Supervisor & Deputy Facilities Manager
Starting Date:	As soon as possible
Contract Type:	Permanent
Hours of work:	Full-time; Monday to Friday 8am-4pm. Occasional overtime working on Saturdays may be required

Role Overview

The core duties of the Maintenance Operative/Carpenter is to perform reactive repairs and planned preventative maintenance on the building's fabric, including doors, windows, floors, locks, and furniture. Other duties include the installation of temporary exhibitions and refurbishment projects, which may include fitting shelving, cabinets, or erecting partition walls and pin-up boards. Collaborating with and assisting other tradespeople (e.g. plumbers, electricians, painters) and supporting the Facilities Team with general building maintenance tasks is required on occasions.

Main Responsibilities

Repairs and Maintenance:

- To report any maintenance faults to the Maintenance Supervisor.
- To undertake, together with members of the Estates & Facilities team, various maintenance tasks as scheduled in the maintenance logbook.
- To identify parts and materials required to carry out each job and submit lists for purchasing.
- To carry out, together with members of the E&F team, a wide range of maintenance tasks using various skills and paying particular attention to:
 - Door & window easing / repairs
 - Furniture repairs and building woodwork repairs
 - Structure building from drawings
 - Walls building
 - Kitchen units repair
 - Picture hanging
 - Shelf erection/repairs
 - Drywall and plaster repairs
 - Lock changes
 - Other ad hoc repairs such as tile replacements, roof replacement/repairs, gutter clearance and repairs.

- Assisting students with material requests
- To have overall responsibility for the carpentry workshop ensuring:
- A safe working environment is maintained at all times.
- Machinery and other facilities are safe and fit for purpose.
- All necessary materials are sourced, purchased and fully accounted for in the workshop.

Operational Housekeeping:

- To monitor standards and ensure that any shortfalls are rectified and re-occurrence addressed.
- To ensure prompt dispersion of deliveries and collection items within the AA throughout the buildings.
- To ensure that effective communication process is in place as to the whereabouts of all items stored.
- In conjunction with the Estates & Facilities team members, to be responsible in ensuring that the Maintenance Workshop and all other relevant areas are tidy, safe to use or enter and clean at all times.

Health & Safety:

- To represent the department as the point of contact for Health and Safety and to ensure that procedures are implemented and maintained to the correct standard at all times.
- To ensure that the safety of all staff, students and visitors to the AA remains of paramount importance at all times.
- To support and assist the Maintenance Supervisor & Deputy Facilities Manager in carrying out any risk assessments relevant to the department: Fire, Building and COSHH.
- To ensure that the use of health & safety signage is observed at all times.
- To take part in any health and safety training within the AA in relation to specific areas such as fire safety, COSHH, LEV, Manual Handling, Safety in the Workplace practices etc.
- To assist with the school emergency procedures.

Personnel:

- To ensure an effective delegation of tasks to the contracted staff when necessary.

Finance and Cost Control:

- To comply with the school purchasing policies and procedures.
- To ensure that all stocks are managed in quantity and quality and secured at all times.

Other Duties:

- To be available for staff meetings and the school events, when necessary.
- To be available for occasional weekend work subject to days off in lieu or overtime at the rate in accordance with the school policy.
- To undertake any reasonable requests for ad hoc duties as requested by the line manager.
- To be supportive and involved in any on-going project.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)

- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.

Person Specification:

- Formal training: apprenticeship, NVQ, or vocational qualification or demonstrable experience in carpentry / joinery.
- Expertise in cutting, shaping, joining wood, and using hand/power tools (saws, drills, chisels).
- Strong ability to measure accurately and interpret plans and drawings.
- Understanding of building methods and different types of timber and fixings
- Fixing – experience with both first fix (structural framing) and second fix (finishing touches such as skirting, hanging doors, etc.).
- Health & Safety – thorough knowledge and application of H&S legislation and site safety including COSHH and maintaining LEV (Local Exhaust Ventilation)
- Attention to detail – precision for accurate cuts, measurements, and high-quality finishes.
- Communication – clear verbal skills for working as part of a team and with managers and clients.
- Teamwork & independence – capable of working effectively with others and taking responsibility for solo tasks
- Reliability – good time management with the ability to work under pressure and to have a productive work ethic.