



## The Waddesdon Estate

### Job Description

<b>Job Title:</b> Maintenance Carpenter (Estate)	
<b>Managed by:</b> Maintenance Foreman & Buildings Manager	
<b>Department(s)</b> Waddesdon Estate	<b>Location</b> Waddesdon Estate Office, Queen Street, Waddesdon

#### Overall Purpose:

Waddesdon Estate is a historic Estate of almost 6000 acres and located 5 miles north-west of Aylesbury. The Estate is owned by Lord Rothschild and a number of Family Trusts. The Estate is a multi-disciplinary enterprise consisting of farming and forestry, a residential property portfolio requiring proactive maintenance and renovation, management of private residences, gardens and ground works, finance and administration. The Estate team is approximately 25 members of staff and whilst we work closely with Waddesdon Manor the operations of the Estate Office stand separately

#### Outline of Role

Reporting to the Foreman and the Buildings Manager (Clerk of Works), the role requires an enthusiastic and flexible team player to assist with the general maintenance of the residential, commercial and historical properties of the estate, as well as its grounds. Activities within the role are varied and wide-ranging, from repairs and property improvements, hanging artwork to complete refurbishments, and gardening and ground works to ensure the continual upkeep and maintenance of the estate. Occasional travel to London to provide maintenance support here may also be required.

#### Main Responsibilities

General repairs and maintenance to property – both internal and external property requirements;  
Organising appropriate materials and equipment to execute repair works;  
Responding to emergency repairs/works;  
General duties for the upkeep of the Estate, including gardens, (grass cutting), and ground works;  
Regular liaison with tenants and stakeholders;

#### Skills and Experience

Proven experience of various maintenance and repair work and ability to demonstrate completing work and repairs to a high standard;  
A trade background, especially carpentry, would be useful for this position;



Knowledge and experience of safe working practices, risk assessment requirements and Health and Safety legislation would be desirable and training will be given;  
Experience of using a variety of maintenance tools;  
Full, clean driving licence;  
Strong degree of motivation, organisation, self-reliance and flexibility;  
Experience of working in a customer service role would be useful, with a courteous, patient and polite approach;  
Good communication skills for liaison with a diverse range of stakeholders;  
Smart appearance for representing the Waddesdon Estate, (uniform will be provided)

### Terms & Conditions

- **Salary Range:** Dependent on experience
- **Hours:** Permanent, Full-Time 36.5 hours per week, 8 am to 4.30 pm, Monday to Thursday and 8am to 3.30pm Friday
- **Annual Leave:** 33 days (25 days plus 8 Bank/Public Holidays)
- **Other benefits** 20 % staff discounts in our on-site Restaurant and Shops  
Matched company pension scheme up to 10% of salary  
Free parking

### Application Process

send a CV and covering letter to [iokelly@waddesdonestates.co.uk](mailto:iokelly@waddesdonestates.co.uk)

Closing date: 1 October 2021