



Carpenter Joiner

JOB OVERVIEW

The Position

Scotch College has the opportunity for a qualified and experienced Carpenter/Joiner to join the College's Facilities team. This is a full-time role working 40 hours per week, 7:00am – 3:30pm, Monday to Friday, with a monthly rostered day off (RDO).

Reporting to the Facilities Manager, the role plays a key part in maintaining and enhancing the College's buildings, grounds, and facilities across its extensive campus. The position requires a high standard of craftsmanship, a strong commitment to safety, and the ability to work both independently and collaboratively.

This is a physically demanding, hands-on role involving outdoor work, manual labour, and the operation of powered tools and vehicles in varying weather conditions.

About the Role

The Carpenter/Joiner is responsible for delivering high-quality carpentry, joinery, and general maintenance works that align with the College's presentation, safety, and operational standards. The role is diverse and includes bespoke joinery projects, repairs, renovations, and event support across the campus. Key responsibilities include:

- Perform repairs, renovations, and general maintenance of College buildings, fittings, and furniture
- Design, manufacture, and install bespoke joinery and cabinetry items
- Fit, hang, and repair doors, windows, locks, and associated fittings
- Conduct regular inspections to identify and address maintenance issues proactively
- Operate hand and power tools, vehicles, and machinery safely and efficiently
- Support College operations and events, including furniture setup, bump-in and bump-out, and logistical assistance
- Mentor apprentices and Facilities team members, promoting safe, professional, and high-quality work practices
- Maintain clean, safe, and secure work areas at all times

A full job description is available on our website: <https://www.scotch.wa.edu.au/employment/working-at-scotch>.

About You

Applications are invited from motivated and reliable trade-qualified candidates who demonstrate a strong work ethic and commitment to quality. The successful applicant will bring:

- Certificate III or IV in Carpentry/Joinery or equivalent trade qualification
- Demonstrated expertise and proficiency across a wide range of carpentry and joinery tasks
- Ability to accurately interpret plans, drawings, and specifications
- Strong knowledge of maintenance and repair techniques across various materials and surfaces
- Competence in the safe use of hand and power tools
- Current manual driver's licence and ability to operate College fleet vehicles
- Strong communication skills with the ability to work collaboratively with staff, students, and contractors
- Proven time management, problem-solving skills, and initiative
- Physical fitness suited to a demanding, hands-on role
- Ability and willingness to mentor apprentices and support team development
- Desirable experience includes working in a school or similar environment.
- Candidates must demonstrate alignment with Scotch College values of Service, Integrity, and Stewardship, comply with all Health & Safety policies, and uphold the College's strong commitment to child safety as a Child Safe Organisation.

Benefits

At Scotch our staff enjoy:

- Free onsite parking
- Morning tea and lunch provided during term time
- Monthly RDO
- Up to six gifted leave days per annum
- Long service leave eligibility after seven years
- A uniform, including safety boots and PPE is provided on a yearly basis
- A supportive team environment
- Excellent resources
- Career enhancing professional development

Our employee value proposition highlights our commitment to our staff through our sense of community and our workplace culture, environment, benefits, and opportunities.

About Scotch

Scotch College Western Australia is one of Australia's leading independent schools, with a 127-year-old history of academic excellence. Nestled in leafy Swanbourne on 22 spacious hectares, the College caters for 1600 students in Pre-Kindergarten to Year 12, including over 120 boarders from across the world.

We are an International Baccalaureate (IB) World School that offers a learning programme based on the Western Australian and Australian Curriculum and a choice in Years 11 & 12 of three pathways: WACE, VET or IB Diploma.

Scotch College weaves longstanding traditions and Christian values with contemporary education to foster global citizens. We are well-known for our incredible breadth of education and our supportive community.

We believe in lifelong learning and offer all staff boundless opportunities to build new skills and develop their career. Each day at work, you will access advanced technologies, work within state-of-the-art facilities, and collaborate with staff who are leaders in their areas of expertise.

Discover our abundant staff benefits at <https://www.scotch.wa.edu.au/employment/working-at-scotch>.

Application Information

Applicants are required to submit a resume and cover letter addressed to the Headmaster, outlining their suitability for the role and how they meet the requirements detailed in the 'About You' section. Applications should be submitted via the SEEK website.

The successful candidate will be required to provide evidence of a current Working with Children Check (WWCC) and a National Police Clearance.

Scotch College takes child protection seriously. All candidates for roles at Scotch College are subject to screening and assessment against child safety standards as part of the recruitment process.

Further information can be found on the Scotch College website: www.scotch.wa.edu.au/view/employment

Applications close: 9am, Monday 14 September 2026.

Enquiries regarding application process

People & Culture Office

Tel: 9460 6947 Email: People@Scotch.wa.edu.au

Enquiries regarding expectations and conditions of the position

Matthew Luton, Facilities Manager

Tel: 9460 6920 Email: Matt.Luton@scotch.wa.edu.au