

## **Carpentry Apprenticeship Information Pack**

### **Who we are**

St Paul's Cathedral is one of the most iconic and historic buildings in the United Kingdom, with a legacy of faith, architecture, and craftsmanship stretching back over 345 years. Designed by Sir Christopher Wren after the Great Fire of London, it remains a working cathedral, a place of worship, and a site of national and international significance.

Our Works Department plays a vital role in the care and conservation of this Grade I listed building, maintaining the stonework, structure, and finishes that have stood the test of time. We are committed to preserving traditional heritage skills — including stonemasonry, carpentry, and conservation techniques — and passing them on to future generations.

As an apprentice with us, you'll be part of a team that not only maintains the cathedral's fabric, but also helps safeguard its craftsmanship for centuries to come.

### **Investing in Heritage Skills - The Wren International Centre of Excellence**

In addition to the introduction of heritage skill apprenticeships, we are also currently in the design phase for 'The Wren International Centre of Excellence'. This redesign of the current Cathedral workshop spaces is intended to improve facilities, encourage wider engagement and share heritage craft skills with everyone who visits. We are improving accessibility, sustainability and our training offer to make this a learning space for all.

### **Cathedral Workshop Fellowship**

St Paul's Cathedral is a member of the Cathedral Workshop Fellowship (CWF). Together we provide further training and development to foundation degree level.

[Cathedrals' Workshop Fellowship – Supporting the development of traditional craft skills for the conservation, maintenance & repair of cathedrals & historic buildings.](#)

### **About the Apprenticeship**

We are offering a Level 2 Carpentry Apprenticeship, providing a unique opportunity to train in a traditional heritage craft while working at the Cathedral and learning from skilled professionals.

This is a 24-month fixed-term apprenticeship with day-to-day experience on site and block release training at the Building Crafts College .

## **What is a Carpenter?**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/carpentry-and-joinery-v1-3>

This occupation is found in both new build and the refurbishment construction sector. The construction industry is central to creating the homes, schools, hospitals, energy and transport infrastructure society needs, and for the maintenance and conservation of historic buildings. There is growing demand for carpenters and joiners to help meet the need for the transition to modern methods of construction and sustainability. This is a truly viable career opportunity offering development in an ancient and valued skill.

Carpentry typically involves shaping and cutting materials, installing finished materials like partitions, doors, staircases, window frames, moldings, timber floor coverings and erecting structural components such as floor joists and roofs. All work needs to be carried out safely, using the appropriate tools and to the quality specified.

This occupation includes two different options and people will either work on a construction site as a Site Carpenter or in a workshop as an Architectural Joiner. At St Paul's Cathedral you will learn to carry out repairs and maintenance to the Cathedral, Chapter House and the Amen Court residential buildings.

A Site Carpenter will prepare and install basic building components e.g. doors, staircases, wall and floor units and erecting structural carpentry and roof structures on a building site or in domestic and commercial premises.

An Architectural Joiner will create building components by setting out, marking out and manufacturing basic architectural products, including doors, windows, straight staircases and associated ironmongery.

St Paul's offers a combination of site carpentry and architectural joinery bespoke to our estate which includes the cathedral, office building, residential buildings and an estate in Tillingham, Essex.

In their daily work, an employee in this occupation interacts with other construction roles such as bricklayers, plasterers and plumbers, supervisors, site management, architects, designers, contractors and customers. At St Paul's this will also include interaction with our conservation team, gilders, mosaicists and glaziers.

An employee in this occupation will be responsible for using machinery and tools under supervision to create structures or components from the designs, plans and specifications of architects and designers that meet the clients expectations. On site these could include roof structures, floors, partitions and second fix work such as door frames and skirting. As an architectural joiner, they could include doors, windows and stairs, including ironmongery.

## **What We Are Looking For**

We are looking for someone who is

- Genuinely interested in buildings, heritage, or construction
- Enthusiastic, reliable and keen to learn
- Able to follow instructions and work as part of a team
- Comfortable working at height and navigating the many Cathedral Stairwells

## **Entry Requirements**

To be eligible for this apprenticeship, applicants should meet the following criteria;

- Aged 16 or over
- Right to live and work in the UK
- Ideally have GCSE Grade 4/C or above in English and Maths. *(Please note that applicants without these qualifications may still apply but may be required to complete functional skills training in English and / or Maths during the apprenticeship).*
- Committed to the full 2-year programme and college learning

## **The application process**

- Interested candidates should complete the short online application form via the St Paul's Cathedral website
- The deadline for receipt of applications is Sunday 6<sup>th</sup> July 2025
- Shortlisted candidates will attend a group interview to be held on Tuesday 22<sup>nd</sup> July 2025
- Pending onboarding checks, the successful candidate will join the Cathedral in August 2025
- The apprenticeship course will commence September 2025

## **Our commitment to you**

We will provide you with specialist college training leading to an approved qualification. This will be supported by hands on work experience with our qualified and highly talented carpenters. We will further enhance your training with off-site learning with our approved partners.

At the end of your apprenticeship you will have the qualifications and confidence to start your career in the heritage sector or the construction industry.

## **What we expect of an apprentice**

We ask our apprentices to sign indentures. This is a contract to say that you will do your best to learn, attend college and gain the relevant qualifications. This is a special time for an apprentice, so we invite you and your family or guardians to attend a meeting to witness the signing. Once you have completed your apprenticeship, your indentures will be signed off at another special meeting of celebration.

We ask for your commitment to learn, to work in a safe way, and work to our vision and values.

## **Further Opportunities**

Upon successful completion of Level 2, there may be an opportunity to extend the apprenticeship to Level 3, if the candidate demonstrates aptitude and interest.

There is also potential for permanent employment following successful completion of the apprenticeship, subject to performance, organisational needs, and available opportunities.

## **Job Description**

**Job Title:** Apprentice Carpenter

**Department:** Property

**Salary:** £28,088

**Line Manager:** Senior Project Manager – Supervised by the Carpenter day to day

*The job description is an operational document that does not form part of the contract of employment.*

*It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.*

*St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

## **Purpose of the Job**

The role of carpenter is to support the delivery of the Annual Works Programme for St Paul's Cathedral and its associated buildings, through delivery of a range of carpentry works, including in heritage contexts. Specifically this role will help with maintenance and general repairs, and the

delivery of the Quinquennial Inspection Report (Q.I.R) and roofs project, along with the current programme of works.

The apprenticeship programme is designed to develop you into a fully qualified carpenter.

### **Main Duties**

- Attend college to obtain Level 2 Bench Joinery
- Attend any other training as required to support the apprenticeship
- Work alongside the carpenters to assist with the delivery of maintenance, repair and projects
- To assist in the movement of heavy materials throughout the Cathedral
- Undertaking safety and other training as may be determined by the Director of Property

### **Additional duties:**

- As required, to assist with other tasks such as the moving of chairs and furniture.
- Undertaking safety and other training as may be determined by the Health and Safety Officer and Fire Safety Officer
- Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time

### **Person Specification**

- Have the passion to learn the craft of Carpentry
- A willingness to attend college and obtain qualifications
- Be physically fit and active (e.g. able to climb the many staircases in the Cathedral, including the 259 steps to the Whispering Gallery)
- Be prepared to work at heights, with relevant safety equipment where appropriate
- Be flexible in attitude and willing to undertake a variety of maintenance tasks
- Be practical and shows common sense with adaptability
- Have a courteous manner towards colleagues and the public; and
- After training have a good appreciation of Health and Safety and fire safety requirements and be willing to comply with these

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.