



WATER TECHNICIAN / HANDYMAN

The College

Founded in 1847 by William Gladstone and others, Glenalmond College is a fully co-educational boarding and day school, set in the stunning Perthshire countryside and enjoying magnificent grounds of over 300 acres in an unrivalled setting at the foot of the Grampian hills. There are currently around 400 pupils at Glenalmond between the ages of 12 and 18. The principal point of entry is at 13 but we have a small Second Form group which is geared towards those transferring at 12 from the Scottish primary system.

The School has excellent academic and extra-mural facilities. In addition to cricket, rugby and lacrosse pitches, there are tennis courts, squash courts, a grass athletics track and a nine-hole golf course, a swimming pool, a sports hall and an all-weather playing surface. The Robin Thomson Theatre building is the venue for our drama and musical productions. The School has a strong CCF contingent, an outstanding Duke of Edinburgh's Award Scheme and a Community Service programme which operates locally on a regular basis.

The Position

The Water Technician / Handyman will install, service and maintain water systems and appliances in both College and house properties in accordance with the current regulations, in addition, they will ensure the maintenance and upkeep of the College, including staff houses, is carried out as directed.

Main Duties

Water Technician

- To undertake training to ensure the provision of water to the College is available at all times to manage any mains water leaks on the College system with help from others
- To maintain all related plant for pool maintenance
- To ensure all testing is carried out at swimming pool, water system and sewage system on a regular basis
- To install, service and maintain water, waste in both domestic and commercial properties
- To trace, diagnose and rectify faults using appropriate testing and measuring equipment
- To undertake routine maintenance to systems and appliances to the required standards
- To assist in providing estimates for additional works

- Organise/coordinate and assist with the compiling and production of various reports including Life Cycle condition surveys and various other specific projects
- To meet and exceed contract specific KPI's and ensure contract compliance at all times
- To ensure full compliance with relevant health and safety requirements
- To promote the highest possible level of customer care
- To actively participate in ensuring that PPM and reactive tasks are completed to contract timescales.

Handyman

- To carry out any other duties and tasks necessary for the delivery of the service
- To assist other technicians when required
- To carry out handyman repairs internally and externally throughout the College and on campus including staff properties;
- Ensure that relevant Task Specific Risk Assessments are available for tasks such as but not limited to Work at Height, Electrical, Gas, COSHH and Manual Handling
- Develop a concern for personal safety and the safety of others
- Report and Record Near Miss situations
- Take care of your own health and safety and the safety of others whilst at work and ensure you do not cause harm to others or the environment through your acts or omissions
- Ensure Good Housekeeping of both the work area and stock in van
- To ensure compliance with all company policies including equal opportunities
- Comply with health and safety requirements in the working environment

Qualifications, Abilities and Experience

- A current full clean driving licence
- Basic IT skills would be desirable
- Ability to work on own and as part of a team
- Ability to adapt to new technology and new ways of working
- Demonstrate an understanding of PPM and reactive maintenance ideally gained with a third party provider
- To prioritise work within a range of complex work areas
- Other building works related skills such as plastering, bricklaying and carpentry would be an advantage
- Whilst working hours are contracted, the post holder will be expected to take a responsible attitude to delivering work objectives, which may involve on occasion working longer hours
- A significant level of physical effort is required- physically fit and alert
- Honest and reliable
- Motivated with a flexible attitude and willing to undertake training
- Good customer service and communication skills.

Working Hours

Working hours for this role is 20 per week, Monday to Friday inclusive.

Applications for the post

Glenalmond is committed to safeguarding and promoting the welfare of children: applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

All applications must be made on the College Application Form.

Detailed information about Glenalmond, together with a copy of this job description and an application form, can be found at <https://www.glenalmondcollege.co.uk/about-us/job-vacancies/>

Please return completed applications either by post (marked Private & Confidential) to: The HR Manager, Glenalmond College, Perth, PH1 3RY or by email to barbaraclark@glenalmondcollege.co.uk

Closing date for this post is Friday 24 May 2019, although the College reserves the right to interview and appoint at any time in the recruitment process.

Trinity 2019