



PART-TIME JOINER

The College

Founded in 1847, 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 up to 400 pupils at Glenalmond between the ages of 12 and 18.

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 Joiner will carry out joinery and maintenance tasks; in addition, he/she will ensure the maintenance and upkeep of the College is carried out as directed.

Main Duties

- To maintain all doors, windows and any joinery-related tasks
- To undertake routine maintenance to systems and appliances to the required standards
- To assist in providing estimates for additional works
- 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
- To carry out any other duties and tasks necessary for the delivery of the service
- To assist other technicians when required
- To carry out maintenance 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, 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

- To ensure compliance with all company policies including equal opportunities
- Comply with health and safety requirements in the working environment.
- Assist other members of the facilities team across a wide range of tasks should there be a business need on account of an issue or absent staff.

Qualifications, Abilities and Experience

- Essential:
 - Time served Joiner or equivalent
 - A current full clean driving licence
 - Ability to work on own and as part of a team
 - To prioritise work within a range of complex work areas
 - 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
 - Comfortable operating at heights and in confined spaces if required
- Desirable:
 - Basic IT skills
 - Other building works related skills such as pointing, plastering, roofing, etc would be an advantage

Working Hours

Working days/hours are: during term time 3 days per week and during the School Holiday period, 4 days per week, Monday to Friday inclusive although there is flexibility with the working days/hours.

Applications

All applications must be made on the College Application Form. Please also include a covering letter outlining your suitability for this position.

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 **25 June 2021**. Interviews are scheduled from week commencing **28 June 2021**, although the College reserves the right to interview and appoint at any time in the recruitment process.*