



MAINTENANCE PLUMBER

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 pupils arrive from 12.

The School has excellent academic and extra-mural facilities. In addition to cricket, rugby and lacrosse pitches, there are tennis courts, squash courts, an athletics track, a nine-hole 18-tee 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 Position

To ensure all College water, heating, waste and ventilation systems (including the swimming pool and staff accommodation) are installed, maintained and provide a dependable service, whilst ensuring compliance with all current regulations, including health & safety.

Principal Accountabilities

- To ensure the maintenance and upkeep of the College estate is carried out
- To install, service and maintain water systems and appliances in all buildings in accordance with the current regulations

- To ensure that all reactive & PPM requirements are achieved
- To arrange any alterations or renewals as required
- To attend to site reactive tasks as required
- To assist other trades and site based staff as required
- To assist in the on call rota for emergency call outs
- To undertake training to ensure the provision of water to the College is available at all times and 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 the swimming pool, water system, and sewage system on a regular basis
- To install, service and maintain water, waste and ventilation systems 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
- To organise/coordinate and assist with the compiling and production of various reports including Life Cycle condition surveys and various other specific projects
- 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 ensure compliance with all company policies including equal opportunities
- To carry out any other duties and tasks necessary for the delivery of the service
- To 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
- To develop a concern for personal safety and the safety of others
- To report and record Near Miss situations
- To 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 good housekeeping of both the work area and stock in the plumber's van
- To attend site in emergencies out of hours to attend faults or breakdowns

Qualifications, Abilities and Experience

Qualifications

Essential:

- NVQ to level 3
- Completion of a recognised trade apprenticeship
- A current full clean driving licence
- Ability to swim for works in the swimming pool

Experience

Essential:

- Basic IT skills
- An understanding of PPM and reactive maintenance
- Preparing relevant documentation and guiding colleagues to comply with health and safety regulations
- Relevant work as an individual and as part of a team

Desirable:

- Familiarity with an educational environment
- Work in the area of PPM and reactive maintenance gained through a third party provider

- Experience of working within a commercial contract environment and domestic properties
- Experience of organising own workload
- Other building works related skills
- Ability to work on gas or oil boilers

Abilities / Knowledge / Character

Essential:

- 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 and therefore the individual must be physically fit and alert, able to operate at height and in confined spaces if required
- Honest and reliable
- Motivated with a flexible attitude and willing to undertake training
- To relate to others positively, there is a requirement to understand the need for compromise and sensitivity & communicating effectively.

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 recruitment@glenalmondcollege.co.uk

VERSION CONTROL

Michaelmas 2021