

<b>Role:</b> Facilities Assistant - Modern Apprentice	<b>Region / Department:</b> South and West
<b>Reports to:</b> Facilities Manager	<b>Pay Grade:</b> Grade 2 Lower, £24,960 pro-rata, per annum
<b>Location:</b> Culzean Castle and Country Park, Maybole, KA198LE	<b>Type of Contract:</b> Full Time, Fixed-term 13 <sup>th</sup> January 2025 to 13 <sup>th</sup> January 2026
<b>Available Post</b> 40 hrs/week	
<b>COST CENTRE: 2201</b>	<b>ACTIVITY CODE: People OD</b>

## **JOB PURPOSE**

The Facilities Assistant will assist in the day-to-day maintenance, repair and minor reactive works as directed by the Facility Manager to ensure the good condition of buildings, machinery, and infrastructure in the National Trust for Scotland's Culzean Castle and Country Park. The post holder will help ensure that the Culzean Castle site has suitable working environments for visitors, volunteers, tenants, staff and students, and will use best practice to improve the built environment, by reducing operating costs wherever possible.

The Facilities Assistant will assist the Facilities Team to ensure Culzean Castle and Country Park properties remain at a high standard of operation and safety and to ensure that buildings are maintained to excellent standards of presentation, safety and security. The Facilities Assistant role can be reactive and tasks varied, with the need to work under own initiative and unsupervised at times.

As part of the role you will undertake an SVQ Level 2 – Facilities Services, which will be delivered in partnership with MI Technologies. This will include on the job assessment and you will receive support to achieve this qualification during your apprenticeship.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

The Key Purposes of the job will be met by:

- Assisting with, along with the Facilities Manager and Facilities Supervisor, the completion of planned preventive and reactive maintenance contract work for Culzean Castle and Country Park
- To undertake ad-hoc minor maintenance/repair across the site which may include basic plumbing, basic joinery, painting and decoration etc.
- Inspection of non-visited/rented/vacant properties
- Assisting with regular planned compliance testing and inspections; including, but not limited to fire related testing and inspection, legionella related testing, asbestos re-inspections, ladder inspections etc.
- Painting, decorating and making good of buildings as required
- Assisting with regular planned maintenance and repairs and carrying out regular routine maintenance of all areas; including, but not limited to gutter clearance, roof checks, drainage clearance, etc.
- To provide support for the Facilities Team through understanding the operation of the property systems e.g. heating/lighting, fire and security, water and sewage.
- Be able to recognise and deal with facilities related queries, requests and problems
- Providing support to other departments as required; including support at property events throughout the year
- Vehicle and Machinery Checks and Basic Maintenance

The current duties of this job do not require a criminal records (Disclosure Scotland) check to be carried out.

## **SCOPE OF JOB**

### Technical

- The job is very much practically focused, with the post holder assisting and providing front-line maintenance for the site, alongside the Facilities Manager and Facilities Supervisor, appointed contractors and specialist suppliers as required. It is expected that the post holder will take a hands-on approach to facilities issues and, where necessary, liaise with other Trust staff, external contractors, and specialists to identify the most effective approach for repairs and maintenance
- The post holder will report directly to the Facilities Manager. The post holder will be expected to work under their own initiative and unsupervised at times.

### Resource Management & People Management

- The post holder is not a budget holder
- Is not a line manager, but will work closely with all departments. Whilst not a visitor facing role, the post holder must be well presented and an effective communicator
- Liaise with appointed contractors in the delivery of planned preventative and reactive maintenance at the property
- Ensure accurate and up to date records are maintained for all statutory repairs and maintenance

## **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

### **Experience**

#### Essential

- Ability to work within a team or independently, with minimal supervision to a high and safe standard.
- Ability to be flexible, in particular to adapt working patterns and tasks to meet day-to-day variations in property needs.
- Demonstrable time management skills and the ability to prioritise.
- Ability to work under own initiative and work unsupervised at times
- Ability to cope with the physical demands of the job: capable of working at height and lifting/carrying tools and materials
- Willingness to develop new skills and knowledge in relevant fields

#### Desirable

- Experience of working within a building management and/or maintenance role
- ICT skills including use of email; internet; general office applications
- Valid driving license
- Experience of working in the safe and effective operation of buildings and facilities in a busy operational context

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

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## **Applications**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by Sunday 24th November 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"

**All candidates will need to meet Skills Development Scotland's funding criteria to be eligible for this Modern Apprenticeship.**