



SABHAL
MÒR OSTAIG

Ionad Nàiseanta Cànan is Cultar na Gàidhlig

Cùmhnant Obrach

TIOTAL-OBACH	Maintenance Officer
ROINN	Estates and Services
AN URRA RI	Estates and Services Officer
TUARASTAL	£24,800 - £26,440
PRÌOMH ÀITE-OBACH	Sabhal Mòr Ostaig, Teangue, Isle of Skye, IV44 8RQ

JOB PURPOSE

Under the direction of the Estates Officer, this role is responsible for all maintenance activities to meet the needs of the College. The postholder will ensure the College is maintained to a high standard including keeping the campus site, grounds and car parks maintained and in good condition.

MAIN RESPONSIBILITIES

- Undertake routine maintenance duties such as changing lights, carpentry, painting, replacing door locks and safety related duties
- Make sure the College site and buildings are kept tidy, free from litter and maintained to a high standard
- Identify and bring to the attention of the Estates and Services Officer any works and actions necessary to keep the College site well maintained
- Regularly inspect the College site and buildings to identify the need for repairs or replacements
- Undertake essential maintenance work in accordance with requests submitted by staff or students
- Keep paths, hard surfaces, access points and entrances free of leaves, snow and ice to ensure safe passage
- Move equipment, furniture, deliveries, supplies and materials around the site as necessary
- Set out/put away furniture relating to College events
- Assist with inspections to ensure the College complies with Health and Safety requirements at all times
- Deal with emergency situations as they arise from time to time e.g. the fire alarm system; provide First Aid support to students, staff and visitors
- Control the College's heating and fire alarm systems and support the Head of Estates with repairs, improvements and training as required
- Collection and distribution of internal mail and going to the Post Office with external mail
- Cutting the grass and keeping the grounds tidy
- Ensure the college vehicles are kept in good working condition
- Liaise with contractors as required
- Keep your area of the workplace clean and tidy and comply with Health and Safety guidance
- Communicate with staff, visitors and students as required
- Attend training courses as requested e.g. First Aid at work, Fire Warden



- Work in partnership with the maintenance team and alongside the hospitality and student services teams to respond to notifications about required maintenance work
- Notify the Estates and Services Officer of any items broken, dangerous or missing
- Be responsible for your own health and safety and ensure the safety of others through your work
- Undertake other duties as required by the college and as requested by the Hospitality Manager or Head of Estates

Person specification

	Essential requirements	Desirable Requirements	Assessment Method – Application or Interview)
Qualifications and professional or vocational training	Full driving licence	Authority to drive D1 vehicles	Application and Interview
Skills	Basic computer skills Basic skills in Health and Safety including identification and reporting of hazards and minimising risks Good organisational skills Practical skills e.g. general maintenance and DIY Good customer service skills	Gaelic speaker or a willingness to learn	Application and Interview
Experience	Previous maintenance experience		Application and Interview

Weekly Hours

35 hours per week.

Annual Leave Entitlement

35 days including public holiday (of which some are to be taken at Christmas).

The College has a pension scheme open to all staff.

In the interests of helping staff maintain a high-quality standard of service, identifying training needs and assisting personal development of all employees, all personnel are given an annual appraisal with their supervisor or manager.

Sabhal Mòr Ostaig endeavours to support you fully in developing your Gaelic language skills and you will be offered a range of learning opportunities to this end.