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**Job Title: Part-Time Caretaker**

**Department:** Estates

**Location:** Sabhal Mòr Ostaig

**Hours:** 21 hours per week (evenings and weekends as required)

**Salary:** £22,932 - £23,513 pro rata

**Reports to:** Head of Estates

The post is for 12 months in first instance.

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**Job Purpose:**

To provide a safe, clean, and well-maintained environment for students, staff, and visitors by carrying out caretaking duties across the Sabhal Mòr Ostaig campus. This includes security, basic maintenance, cleaning support, and event setup.

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**Key Responsibilities:**

- Open and close buildings, ensuring security protocols are followed, to allow access for contractors and other works to take place.
  - Conduct routine inspections of buildings and report maintenance issues.
  - Carry out minor repairs and maintenance tasks (e.g., changing light bulbs, unblocking sinks, gutter clearing).
  - Support cleaning staff with waste disposal and emergency cleaning tasks.
  - Set up rooms for events, lectures, and meetings (e.g., moving furniture, AV equipment).
  - Monitor heating, lighting, and alarm systems and report faults.
  - Assist with deliveries.
  - Grass cutting and tidying of the estate's external areas.
  - Respond to emergency situations (e.g., fire alarms, floods) in accordance with procedures during working hours.
  - Ensure compliance with health and safety regulations at all times.
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**Person Specification:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Previous experience in a caretaking, maintenance, or facilities role	Experience in an educational or public sector environment
<b>Skills &amp; Abilities</b>	Basic DIY and maintenance skills; ability to lift and move heavy items; good communication skills	Knowledge of health and safety procedures
<b>Qualifications</b>	Good general education; basic literacy and numeracy	Health & Safety or First Aid certification
<b>Personal Attributes</b>	Reliable, punctual, and responsible; proactive and able to work independently; flexible and willing to work evenings/weekends  Preferably a fluent Gaelic speaker, training will be provided for those willing to learn	Friendly and approachable demeanour
<b>Other Requirements</b>		Full UK driving licence

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