

TIOTAL-OBACH	Maintenance Officer
ROINN	Estates
AN URRA RI	Estates Officer
TUARASTAL	£26,890 - £31,671
PRÌOMH ÀITE-OBACH	Sabhal Mòr Ostaig, Teangue, Isle of Skye, IV44 8RQ

JOB PURPOSE

Reporting to the Estates Officer, the Maintenance Officer is responsible for supporting the effective maintenance, safety and presentation of the College estate.

The postholder will undertake a wide range of planned and reactive maintenance tasks to ensure that College buildings, grounds, accommodation, equipment and facilities are maintained to a high standard and provide a safe, welcoming environment for students, staff and visitors. The role involves working collaboratively with colleagues, contractors and service users to respond promptly and effectively to maintenance requirements across the campus.

MAIN RESPONSIBILITIES

Maintenance and Repair:

- Carry out a range of routine and reactive maintenance tasks, including minor repairs, carpentry, painting and decorating, replacing locks, changing light fittings, and general DIY duties.
- Respond to maintenance requests from staff and students within agreed timescales.
- Undertake regular inspections of buildings, accommodation, grounds, and facilities to identify defects, maintenance requirements, and health and safety issues.
- Report maintenance issues, hazards, and improvement opportunities to the Estates Officer.

Estate and Grounds Management:

- Ensure that the College campus, buildings, grounds, pathways, and car parks are maintained in a safe, clean, and presentable condition.
- Carry out grounds maintenance duties including grass cutting, litter collection, and seasonal maintenance.
- Keep access routes, entrances, pathways, and external areas clear of leaves, snow, ice, and other hazards.

Health and Safety:

- Support compliance with all relevant health and safety legislation, policies, and procedures.
- Assist with inspections, audits, and risk management activities.
- Ensure maintenance work is carried out safely and in accordance with College procedures.
- Take responsibility for personal health and safety and contribute to maintaining a safe environment for others.
- Provide support during emergency situations and undertake designated responsibilities such as First Aider or Fire Warden, following appropriate training.

Facilities Support:

- Assist with the movement and set-up of furniture, equipment, deliveries, and supplies.
- Support the preparation of rooms and facilities for College events and activities.
- Monitor the condition of College vehicles and report any defects or servicing requirements.

Systems and Contractor Liaison:

- Support the operation and monitoring of heating, fire alarm, and other building management systems as required.
- Liaise with external contractors working on site and assist with access arrangements and supervision where appropriate.
- Maintain accurate records of maintenance activities, inspections, and completed works.

Team Working:

- Work collaboratively with colleagues across Estates, Hospitality, Student Services, and other departments to ensure maintenance requests are addressed effectively.
- Communicate professionally and courteously with staff, students, visitors, and contractors.
- Participate in relevant training and development activities.
- Undertake other reasonable duties commensurate with the grade and responsibilities of the post.

Person specification

	Essential requirements	Desirable Requirements	Assessment Method – Application or Interview)
Qualifications and professional or vocational training	Full driving licence	D1 entitlement on licence	Application and Interview
Skills	Practical maintenance and repair skills Basic IT skills Basic understanding of Health and Safety requirements and safe working practices Ability to identify hazards and report maintenance issues appropriately Good organisational and time management skills Good communication and customer service skills	Gaelic speaker or a willingness to learn	Application and Interview
Experience	Experience of carrying out building, grounds or facilities maintenance work		Application and Interview

Weekly Hours

The Maintenance team works 35 hours per week.

Annual Leave

You'll receive 35 days paid annual leave, including public holidays.

Benefits:

We offer a competitive benefits package, including:

- Year-round employment
- 35 days annual leave
- Contributory pension scheme
- Death in service benefit (linked to membership of the pension scheme)
- Generous occupational sick pay scheme
- Family-friendly policies
- Cycle to work scheme
- Training and development opportunities
- Access to our on-site gym (small annual charge)
- Meals provided whilst on shift
- Opportunities to learn and develop your Gaelic language skills