



STRATHALLAN
SCHOOL

Opportunities for all to excel



Plumber & Estates Handyman

For May 2021

Introduction

Strathallan is one of Scotland's most successful and forwarding-thinking Independent Schools and we are seeking to recruit a full-time, permanent Plumber and Estates Handyman to commence in post from May 2021. Hours of work are 40 hours per week; Monday to Friday 8.00am to 4.30pm with a half hour unpaid lunch break each day. Attendance at the School's Speech Day is mandatory as well as an element of occasional on-call hours.

This is an exciting opportunity for a skilled/semi-skilled tradesman to join a dynamic, hard-working and supportive Estates team and contribute to the successful operation of the School.

The School



Strathallan School is a leading co-educational boarding and day school with an outstanding reputation academically, in sports and the arts. There are 545 pupils of ages 8-18, divided between Strathallan Prep School and Strathallan Senior School. There are three senior Girls' Houses and the four senior Boys' Houses and a junior boarding house. Approximately 65% of the pupils are full boarders.

The School is situated in the beautiful Earn Valley as a self-contained wooded estate of 153 acres on the edge of the village of Forgandenny. Perth is the nearest town some ten minutes away by car and access to the motorways puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands within easy reach.

The school is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder, Harry Riley, in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

Strathallan employs 215 members of staff: 98 teaching staff and 99 support staff and 18 instructors.

The School exists to provide an inclusive all-round education for its pupils in a nurturing and caring environment. Our aim is to engage pupils to be their best and prepare them for the demands of further study and future work in an increasingly diverse and global university and employment market. We do this through opportunities that inspire and challenge and by expecting effort and hard work from each individual pupil in achieving their best, based on values of respect, kindness, honesty, hard work, humility and excellence all underpinned by the fundamental value of love.



The Estates Department

Our Estates department is managed and lead by the Estates Manager with support from the Assistant Estates Manager. The team, comprising of a specialist joiner, electrician, plumber and general handyman work across all areas of the School as well as collaborating with the Grounds team over certain tasks. For larger or more complex projects, the Estates team will work with external contractors to complete projects on-time and within budget.

Plumber and Estates Handyman - Job Description

Job Title:	Plumber and Estates Handyman
Reporting to:	Estates Manager
Responsible for:	N/A
In liaison with:	Estates & Grounds Team, members of staff, contractors.

Core Purpose:

The post-holder is expected to uphold the values and ethos of Strathallan School and act as an ambassador for the School. He/she will report, in the first instance, to the Estates Manager or their appointed deputy. Ultimately they will be responsible to the Bursar as a member of support staff.

The Plumber and Estates Handyman will be responsible for ensuring the highest standards of plumbing and general estate maintenance, repair and operation whilst adhering to the highest level of Health and Safety standards. This is a varied and interesting role which will involve working across the whole School, including boarding houses and staff accommodation. Out of hours and weekend work may be required on occasion subject to the needs of the School. The successful candidate will be diligent, adaptive and hard-working, taking pride in their work and contributing positively and effectively as part of the Estates team.

Plumber and Estates Handyman responsibilities:

Key Responsibilities:

1. Monitoring, maintaining and repairing plumbing and heating systems of all school appliances within agreed competency levels.
2. Assisting with the maintenance and repair of all boilers.
3. Monitoring, testing and maintaining the school swimming pool and its operating plant, to include routine chlorine testing.
4. Ensuring that the school mains water supply and storage is sustained, maintained and monitored for human consumption.
5. Ensuring that all school drains, gutters and sewers are maintained and repaired.
6. Ensuring that all plumbing and boiler tools, equipment and machinery are correctly maintained, routinely serviced and comply with the appropriate safety standards.
7. Assisting in general with the implementation of the routine estates maintenance programme as instructed by Estates Manager, in particular, assisting other members of the maintenance staff when artisan tasks require assistance.

Routine Duties

8. Ensuring area around Main Building is kept tidy at all times.
9. Driving the School's minibuses if in possession of the necessary minibus licence.
10. Carrying out handyman tasks throughout the School.
11. Assisting other maintenance, grounds and house staff as requested throughout the School.
12. Collecting and delivering supplies within and out with the School.

<p>13. Attending such training courses as deemed appropriate to the role and responsibilities.</p> <p>14. Assisting with traffic control and other general duties at specified school events, in particular Speech & Sports Days.</p> <p>15. Assisting with general security of School pupils, staff and facilities by monitoring the movements of visitors etc</p> <p>16. Ensuring that Health & Safety standards of yourself, your colleagues, staff, pupils and visitors are not compromised in any way whilst carrying out the responsibilities of this role.</p> <p>The post-holder is also required to undertake such other duties and training as may be required by or on behalf of the School provided that they are consistent with the nature of the post.</p> <p>This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate.</p>

For further information please contact Wayne Havard, Estates Manager, via
estate@strathallan.co.uk

Plumber and Estates Handyman - Person Specification

Attributes	Essential /Desirable
Qualifications	
A relevant plumbing qualification or equivalent experience.	E
A Gas Safety certificate.	D
A CSCS card.	D
A First Aid qualification.	D
Satisfactory clearance through Disclosure Scotland's PVG scheme.	E
Experience	
Experience of working in a general maintenance role.	E
Proven experience of plumbing installations, maintenance and repair.	D
Experience of working in the Education sector, ideally at an Independent School.	D
Skills	
A comprehensive understanding of Health & Safety standards and safe ways of working.	E
An understanding of Child Protection legislation within the Education sector.	D
Good observation skills.	E
A full, clean and valid driving licence.	D
Meticulous with exceptional attention to detail.	E
Personal characteristics	
Exceptional time management and organisational skills.	E
Excellent interpersonal and communications skills; ability to establish good links with colleagues, staff and contractors.	E
Outgoing, confident, affable, positive and approachable.	E
Flexible and adaptive approach to work.	E
Ability to work on own initiative.	E
Reliable, methodical and trustworthy	E
Takes pride in work completed.	E
Neat, tidy and professional appearance	E
Ability to maintain close and harmonious relations with work colleagues at all levels	E

Hours of Work

40 hours per week; Monday to Friday 8.00am to 4.30pm with a daily 30 minute unpaid lunch break.

Attendance at the School's Speech Day is mandatory.

Occasional on-call hours of work may be required. Any on-call hours of work will be remunerated at the hourly rate applicable at that time.

Remuneration

Competitive; commensurate with experience and suitability.

Other Benefits

30 days paid annual leave which includes public holidays.

Lunch is available free of charge during term-time, when on duty.

Auto-enrolment into School's pension scheme with NEST, subject to eligibility and opting-in. Death-in service and personal accident insurance.

Other Info

Any offer of employment will be subject to two satisfactory professional references and suitable clearance through Disclosure Scotland's PVG scheme.

You should, if possible, hold a full UK driving license.

Candidates must be eligible to live and work in the UK by their start date of employment. Proof of eligibility will be required.

APPLICATION PROCESS

To download an Employment Application form [click here](#).

Further details of the School are available on the School's Website

www.strathallan.co.uk

The deadline for applications is Thursday, 22 April (12 noon). A completed application form along with a CV and covering letter should be returned to the School's HR Manager: hr@strathallan.co.uk

It is anticipated that interviews will be held week commencing 26 April 2021.