



Caretaker, Scone Palace

Scone Palace is an iconic venue and 5 star visitor attraction, welcoming over 100,000 visitors a year. Working as part of our dedicated Caretaking team you will help ensure that a safe and secure environment is maintained.

Our Caretakers help day-to-day operations run smoothly, monitoring our building management systems and maintaining high standards of tidiness, cleanliness and safety within the Palace and immediate vicinity.

About you

You will have great attention to detail and a positive, pro-active approach, displaying professionalism and a genuine care for the premises.

You will have a 'can do' attitude and a commitment to quality standards and a good understanding of relevant Health & Safety legislation.

General handyperson skills and ability to undertake required maintenance tasks; experience within a similar role and an understanding of maintenance trades is essential.

A full UK driving licence is essential for this role.

What we can offer

The opportunity to work in a unique and varied environment where no two days are the same. The company provides ongoing training, pension scheme, 34 days paid holiday and membership of our Staff Benefits Scheme which gives access to discounts in our Retail Stores and Coffee Shop, free friends access to the Palace, discounts on self-catering accommodation, and much more.

To apply please download an application form and detailed job description via our website www.scone-palace.co.uk and return to anne@scone-palace.co.uk

Scone Palace, Perth, PH2 6BD

Job Description for Caretaker, Scone Palace

Job Title:	Caretaker	Responsible to:	Head of Scone Palace
Main purpose of job:	Working as part of the Caretaking team to provide a caretaking and security service for Scone Palace, maintaining high standards of tidiness and cleanliness within the Palace and immediate vicinity, adhering to relevant Health & Safety legislation and company policies and procedures.		
Main responsibilities:			
<ul style="list-style-type: none"> - Security of Palace and grounds, both public and private areas - Setting intruder alarms and ensuring maintenance and management of fire and intruder alarm systems in accordance with legislation - Overseeing daily cleaning rotas, assisting with cleaning of State Rooms, offices and toilets when necessary - Maintaining stock levels of bathroom consumables/cleaning materials and lightbulbs etc - Laundry handling – collection and drop off as required - Emptying of litter bins and litter picking within grounds at weekends, or when required - Grounds tidiness and safety around Palace, including cold weather gritting in conjunction with the Grounds Department - Assisting with the set-up and breakdown of functions & events - Supporting functions and events as assigned by the Head of Scone Palace or Visitor Operations Support Manager - Maintenance and care of event equipment - Basic maintenance and handiwork as requested and when qualified to do so - Re-setting of fuse boards when required - Changing lightbulbs as required - General driving duties, requiring a valid UK licence - Keyholder duties - Holiday relief cover for fellow team members - Reporting any damage/incidents/suspicious persons etc to Curator or Head of Scone Palace - Carrying out all duties with regard to the Health & Safety of yourself and those around you - Any other reasonable duties as requested by the Head of Scone Palace or other senior managers 			
Requirements of the Role:			
<ul style="list-style-type: none"> - Full UK driving licence - Be able to meet the physical demands of the role (lifting and handling) - Previous experience within a caretaking or cleaning role is essential - Practical skills in identifying and/or carrying out standard repairs - Working knowledge of health and safety - Good communication skills allowing you to provide great customer service - The ability to assess priorities and plan work effectively - A commitment to delivering the highest standard of service - The willingness to take the initiative and go the extra mile - A flexible and adaptive manner - The ability to work efficiently in a busy environment - The ability to work well within a team - The willingness to undertake any training necessary for the role 			

This job description is a guide to the nature of the work required; it is not wholly comprehensive or restrictive