



## **Caretaking & Facilities Supervisor, 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 Palace Operations team you will help ensure that a safe and secure environment is maintained.

We are seeking a proactive and detail-oriented Supervisor to ensure the safety, cleanliness, and functionality of the building, maintaining high standards within the Palace and immediate vicinity, adhering to relevant Health & Safety legislation and company policies and procedures. The ideal candidate will have excellent problem-solving skills and a keen eye for ensuring operational efficiency. You will be responsible for detailing the daily routine for all Caretakers and Housekeepers, adapting the routine to ensure that all tasks are prioritised and completed.

### **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](http://www.scone-palace.co.uk) and return to [anne@scone-palace.co.uk](mailto:anne@scone-palace.co.uk)

Scone Palace, Perth, PH2 6BD

## Job Description for Caretaking & Facilities Supervisor, Scone Palace

Job Title:	Caretaking & Facilities Supervisor	Responsible to:	Head of Scone Palace
<b>Main purpose of job:</b>	To supervise and motivate the Palace Operations team (Caretakers & Housekeepers) to provide an efficient and effective service ensuring the safety, cleanliness, and functionality of the building, maintaining high standards within the Palace and immediate vicinity, adhering to relevant Health & Safety legislation and company policies and procedures.		
<b>Main responsibilities:</b>			
<ul style="list-style-type: none"> <li>- Leading and supervising the Palace Operations team, ensuring resources are deployed in the most effective manner</li> <li>- 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</li> <li>- Undertaking regular checks of the building, including routine inspections and system tests, water monitoring (including water filters and hydrant checks), checking of safety equipment and checking toilet areas to replenish stock and undertake reactive cleaning as required</li> <li>- Ensure compliance with safety standards, local regulations, and environmental guidelines</li> <li>- To assist with emergency procedures, incorporating the safe evacuation of premises and the use of prescribed evacuation equipment</li> <li>- Oversee the scheduling and completion of preventative maintenance, and repairs for all equipment, HVAC, electrical, PAT testing, plumbing, and building systems</li> <li>- Coordinate with outside contractors for specialised services including pest control and waste management, liaising with external contractors on Palace maintenance issues</li> <li>- Set up areas for meetings, functions etc. at appropriate times, ensuring rooms are correctly arranged, and appropriate facilities are available, well-presented and in working order</li> <li>- Overseeing daily cleaning rotas, assisting with cleaning of State Rooms, offices and toilets when necessary</li> <li>- Maintain inventory of maintenance supplies, equipment, consumables and parts; reorder as necessary</li> <li>- Maintaining stock levels of bathroom consumables/cleaning materials and lightbulbs etc.</li> <li>- Grounds tidiness and safety around Palace, including cold weather gritting in conjunction with the Grounds Department, emptying of litter bins and litter picking within grounds when required</li> <li>- Supporting functions and events as assigned by the Head of Scone Palace or Visitor Operations Support Manager</li> <li>- Basic maintenance and handiwork as requested and when qualified to do so</li> <li>- Re-setting of fuse boards when required and changing lightbulbs as required</li> <li>- General driving duties, requiring a valid UK licence, including deliveries and collections off site</li> <li>- Respond to out-of-hours emergencies as required</li> <li>- Keyholder duties</li> <li>- Holiday relief cover for fellow team members</li> <li>- Collaborate with other departments to ensure a smooth and efficient working environment</li> <li>- Reporting any damage/incidents/suspicious persons etc. to Head of Scone Palace</li> <li>- Carrying out all duties with regard to the Health &amp; Safety of yourself and those around you</li> <li>- Any other reasonable duties as requested by the Head of Scone Palace or other senior managers</li> </ul>			

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**Requirements of the Role:**

You must be an experienced and effective Supervising Caretaker, with good communications skills able to lead and clearly explain duties to team members. You should also have the ability to motivate, make decisions, manage time and evaluate the performance of others.

You should be flexible in approach and display good customer skills and have the ability to use your initiative and be able to work positively within a team.

**Essential skills & experience:**

- 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
- 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
- Demonstrate initiative and go the extra mile
- Attention to detail and commitment to delivering and maintaining the highest standards
- A flexible and adaptive manner
- The ability to work efficiently in a busy environment
- The ability to work well within a team and maintain good working relationships
- The willingness to undertake any training necessary for the role
- Maintain a high standard of punctuality and professionalism

**Desirable skills & experience:**

- First Aid qualification
- Holder of IOSH/NEBOS Health & Safety qualification or similar is desirable

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