

<b>Role:</b> Maintenance worker	<b>Region:</b> Edinburgh & East
<b>Reports to:</b> Operations Manager – Edinburgh	<b>Pay Grade:</b> Grade 3 - £31,055 per annum
<b>Location:</b> Edinburgh Cluster <ul style="list-style-type: none"> <li>- Newhailes House &amp; Garden (<b>EH21 6RY</b>)</li> <li>- Gladstone’s Land (<b>EH1 2NT</b>)</li> <li>- The Georgian House (<b>EH2 4DR</b>)</li> <li>- Malleny Garden (<b>EH14 7AF</b>)</li> <li>- Inveresk Lodge Garden (<b>EH21 7TE</b>)</li> </ul>	<b>Type of Contract:</b> Permanent. Full-Time. 40 Hours Per Week. 5 Days Out of 7 Including Regular Weekends.
<b>Cost Centre:</b> 3NEH	<b>Activity Code:</b> PMZ

### **JOB PURPOSE**

To undertake proactive and reactive maintenance matters throughout a number of sites across the Edinburgh cluster. Ensuring the continued conservation and development of the buildings and infrastructure to a high standard; allowing the smooth running of the visitor attractions, adjoining properties and surrounding environment.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Based primarily at Newhailes but on occasion required at Gladstone’s Land, Georgian House, Malleny and Inveresk
  - Painting (external and internal)
  - Minor joinery repairs joinery work (external and internal)
  - Car park maintenance
  - Basic plumbing repairs
  - Fence and building repairs
  - Minor repairs to residential properties
  - General DIY including outdoor infrastructure maintenance
  - General site work - including playpark maintenance, litter picking and accepting deliveries
1. Ensure all activities undertaken are compliant with the property’s Health and safety and Emergency Procedures.
  2. Demonstrating self-motivation, organising, planning and prioritising, along with good time management.
  3. Support with event set up and break down
  4. Key holder for multiple sites.
  5. Undertaking such other reasonable duties as may be required from time to time to ensure the smooth running of the sites, as required by the Operations Manager.

*This role is not one for which the duties, responsibilities or accountabilities of the role require you to undertake a criminal records check.*

## **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

### **Qualifications**

#### Essential

- Full driving license valid for driving in the UK.

#### Desirable

- Current first aid certificate.
- Domestic Legionella Risk Assessment Training.
- Portable Appliance Testing Certificate.

### **Experience**

#### Essential

- Solid demonstrable experience in executing a wide range of maintenance trades to a high standard.
- An eye for detail and finish.
- Competence in lone working.
- Practical knowledge of Health and Safety processes and procedures and the ability to work effectively within these processes.
- Experience in producing estimates for set pieces of work.
- Experience of working within a budget and timescales.
- Ability to be proactive and use initiative.
- Competence at working from heights on ladders or scaffolding as necessary.

#### Desirable

- Experience of working in a multi-site role.
- Experience working on listed buildings.
- Understanding of traditional building skills.

## **DIMENSIONS AND SCOPE OF JOB**

### People Management

- Currently no line management responsibility but needs to be able to deal politely and courteously with all customers, guests, colleagues and tradesmen/contractors.
- Ability to work with and motivate volunteers when necessary.

### Finance Management

- Is not a budget-holder.

### Key performance indicators and targets

- The ability to provide cost effective high quality maintenance in accordance with the targets of each individual site.

*The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.*

## **HOW TO APPLY**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk) by Friday 3<sup>rd</sup> July 2026

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Maintenance Worker - Edinburgh"