



Job Description

Gardener/Handy-Worker

Skaill House is a Grade "A" listed early 17th century mansion house, built by Bishop George Graham, and has been open to the public as a visitor attraction since 1997. It is part of Breckness Estate which has a diverse number of enterprises including an in hand farm (Binscarth), tenanted farms, self-catering holiday accommodation, and long let cottages.

Skaill House is open to the public in conjunction with the ancient Neolithic stone settlement of Skara Brae. We welcome around 77,000 visitors between April and October each year. The House is also available to use for weddings, concerts and corporate events.

Job Role - Under the direction/instruction of the House Manager, to assist in the provision of grounds and building maintenance and security, ensuring a safe working and visitor environment. Due to the location of Skaill House candidates should have access to their own transport.

Work Pattern - Hours of work will be 20 hours per week – normally 4 hours per day or as agreed by Management. Start time will be no earlier than 8.00 am and finishing no later than 7.00 pm or as agreed by Management. We would look for a flexible approach to working hours, depending upon factors such as weather, house visitors, planned events and self-catering guests.

Reports to – Manager, Skaill House.

Salary - £7.85 per hour

Key Duties to include:

Task - Outside work:

General maintenance/DIY/gardening duties -

- To plan and delivery a plant and shrub display in keeping with the House and suitable for its costal location.
- Care and maintenance of the grass, including grass cutting and strimming.
- General care of the flower beds, including planting and weeding.
- Any such duties, within reason, that will enhance the gardens at the House.
- Undertake activities to maintain safe and clean external environment e.g. gritting, sweeping, pressure washing of flag stone paths, snow clearing, weeding, etc.
- Assist with checking the safe operation of all mechanical, electrical gardening equipment, i.e. servicing lawnmowers
- Collect and assemble waste for collection and disposal
- Clearance of pathways and external staircase.

- Road to be kept free of potholes, etc.
- General DIY and maintenance

Tasks - Inside the house:

- Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repair painting, putting up shelves, etc.
- Emptying mouse traps
- Setting up Drawing Room for events
- Painting and decorating
- Weekly testing the fire alarm system in the House and Self Catering Apartments
- Emergency lighting testing
- Maintenance of pellet boiler system.
- General minor maintenance of the self-catering apartments

The above lists are some examples of tasks required. Other tasks may be added as required.

There may be times when you will be required to work at other locations, i.e. Binscarth or Binscarth cottages to carry out maintenance work but this will be within normal working hours and pattern.

Experience and Personal Specification

Essential	Desirable
<ul style="list-style-type: none"> • A good knowledge and understanding of plants/planting and gardening, particularly in the Orkney climate/costal location. 	<ul style="list-style-type: none"> • Handy person/grounds maintenance experience
<ul style="list-style-type: none"> • Willingness to undertake any job specific training 	<ul style="list-style-type: none"> • Knowledge of health and safety procedures
<ul style="list-style-type: none"> • Ability to work independently and as part of a team 	<ul style="list-style-type: none"> • Knowledge of moving and handling procedures
<ul style="list-style-type: none"> • Tidy, methodical and well organised 	<ul style="list-style-type: none"> • Experience of mechanical maintenance of garden machinery
<ul style="list-style-type: none"> • Friendly, personable 	
<ul style="list-style-type: none"> • Good timekeeping 	
<ul style="list-style-type: none"> • A flexible approach to working 	