

ERSKINE STEWART'S MELVILLE SCHOOLS



Commercial Facilities Assistant

Erskine Stewart's Melville Schools (ESMS) are recruiting for a permanent Commercial Facilities Assistant to join the Commercial Enterprises Team on a part-time basis. ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

This is a permanent position available from 1 September 2024. The postholder must be prepared to be flexible with regards to working hours; hours of work are variable, dependant on events, and will include evenings and weekends. The postholder will be contracted for 16 hours per week. Remuneration will be from £11,588 to £12,536 per annum, on the ESMS Support Staff Salary Scale F dependent upon qualifications and experience.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

The closing date is 12pm on 14 August 2024. We anticipate interviews will be held week commencing 19 August 2024.

THE POST

Basic Function

The Commercial Facilities Assistant facilitates the efficient operation of ESMS Venues, ensuring their safety, security and cleanliness and to prepare the venues for external events and lettings.

Accountability

The Commercial Facilities Assistant reports to the Head of Commercial Enterprises.

Relationships

The Commercial Facilities Assistant will work closely with the Events Manager and wider Commercial Enterprises team, as well as with the Estates Department.

RESPONSIBILITIES

Janitorial Duties

- Welcoming visitors and guests on campus and assisting with directions and escorting as required
- Security of Venues
- The reporting, at the earliest opportunity, of all instances of property crime and incidents of a suspicious nature to the Head Janitor
- The removal of rubbish, emptying of bins and picking up of litter across the school sites
- Set up and set down of spaces as required
- Directing vehicles entering and exiting the campus and prevention of conflict with pedestrians
- Fire Hazard checks and ensuring Fire Exits are not being obstructed
- Carrying out general duties as may reasonably be requested by the Head of Commercial Enterprises or any other person who has line management authority to do so
- The Commercial Facilities Assistant will work across all school sites and be deployed where needed by the Head of Commercial Enterprises or Events Manager
- To work outside normal working hours, including evening and weekends as and when required

Cleaning Duties

- Toilets- cleaning & stock including the floors
- Floors- all that's used during the event
- Walkways- all that's used during the event, either vacuuming or washing
- Touchpoints- all used during event
- Bins- all emptied with liner replaced
- Surfaces- all that's being used during event
- Weekly clean of The Clubhouse at Inverleith

EXPERIENCE, SKILLS AND ATTRIBUTES

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none">• Previous cleaning experience is preferred	
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none">• Ability to use cleaning equipment and machinery• Good physical ability• Good communication skills	<ul style="list-style-type: none">• Valid driving licence with access to own vehicle

	<ul style="list-style-type: none"> • Able to works as part of a team or independently • Ability to multi-task and prioritise own workload with good attention to detail 	
Personal Attributes	<ul style="list-style-type: none"> • Excellent teamwork skills and self-motivation • Strong organisational and time management skills • Commitment to continuous professional development 	

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post This is a Part-Time, Permanent position from 1 September 2024 (subject to satisfactory employment checks).

Hours of Work The hours of work will be variable dependent on events. The postholder will be contracted for a total of 16 hours per week. The postholder must be prepared to be flexible with regards to working hours and be capable of adjustment to events and demands. Evening and weekend work will be required.

Salary The salary range is between £11,588 to £12,536 (ESMS Support Staff F Scale), and the salary appointment will be dependent upon relevant experience.

Holiday Entitlement is to 25 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.

Location The postholder will be required to work across all School sites.

Pension Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

Staff Benefits

Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

APPLICATION PROCEDURE

Applicants must visit <https://jobsearch.esms.org.uk/> to apply for this position. Please submit the application before the closing date.

Any enquiries about this position should be directed to Morven Wrinn, HR Assistant, at recruitment@esms.org.uk or by phone on 0131 347 5867.

The closing date is 12pm on 14 August 2024. We anticipate interviews will be held week commencing 19 August 2024.