As Britains leading public service union, we have more than 1.3 million members working in public services and the private, voluntary and community sectors, from frontline staff to senior managers. We work tirelessly to ensure our members are respected and properly rewarded, be that through the provision of high quality work environments or fairly negotiated remuneration packages.

**Part-Time Caretaker - Ref: R7/100**

**12 hours per week (working hours to be negotiated)**

**£17,753 pro rata per annum**

**Belford Road, Edinburgh**

Responsibilities include:

* A range of caretaking duties including minor maintenance and repairs

 opening the building each morning, liaising with contractors, dealing

 with deliveries, room set up

 Regular safety checks/testing emergency systems

* Maintenance of onsite archive storage, including identifying files due for destruction and transferring files between floors as required
* Mail room duties including preparing outgoing mail daily and using mail room equipment to prepare large volumes of mail as required
* Occasional reception duties

You must have:

* Experience of working in a modern office environment with an

 understanding of related Health & Safety issues, manual handing

* Ability to prioritise duties and work as part of a team, use email and basic

 software packages such as Microsoft Word and Excel

* Experience carrying out minor repairs and building maintenance

## To apply for this opportunity, visit [www.unison-scotland.org/about-us/jobs](http://www.unison.org.uk/jobs) download and complete the **general application form** (“under Resources”) only this application form will be accepted

See job description and person specification (“under Documents”)

## Please send three copies of completed application forms along with Recruitment and Disability monitoring forms to Mike Kirby, Scottish Secretary, UNISON House, 14 West Campbell Street, Glasgow G2 6RX or email a.watson@unison.co.uk quoting Ref No. R7100

## Completed applications to be received by 5pm on Friday, 21 June 2019.

## Interviews will take place in Edinburgh on Thursday, 27 June 2019.

UNISON is committed to equality and justice - our members include men and women of all ages, black and ethnic minority groups, disabled people, gay men and lesbians. We want our staff to reflect the diversity of our membership, and all applications will be considered on merit.