



Assistant Caretaker Vacancy

Winton Estate, half an hour from Edinburgh, is a rural estate involved with farming, forestry, let properties and hospitality. We're looking for an all-rounder principally to support the running of events and activities at Winton Castle and three self-catering properties. Outwith events, property and contents maintenance is ongoing together with the need to attend to security checks, recycling. If you like variety and are able to adapt to changing circumstances with a 'can-do' attitude, please read on!

Job outline

You are the 'go-to' person after the caretaker for any property issue and for the setting up/clear down of events. You are also likely to be involved in operations during some events, e.g. at clay pigeon shoots and Highland Games which may even involve tossing a caber! This is a physical role with regular heavy lifting and trips up and down stone stairs within a 5-storey castle

Essential:

- Practicality and an understanding of trades work.
- A people person able to look after guests with initiative.
- Ordered and be comfortable using computers for planning and recording.
- Flexibility – even the best planned events and well-maintained properties can change, necessitating common sense and a can-do attitude with an ability to accommodate changes. Hospitality hours can be irregular, you will have the flexibility to adapt your working week to suit the business needs. We strive to plan for this to look after staff.
- Driving licence valid for driving in the UK

Place of Work

Winton Castle lies 14 miles to the southeast of Edinburgh and is home to the Ogilvy family. Winton is open for private and corporate hospitality as a venue for dinners, weddings, activity days, meetings, overnight accommodation and occasional tours for the general public. It is one of the most important castles in Scotland architecturally and is surrounded by an agricultural estate with direct links back to 1150. The Potting Shed, adjacent to the walled garden, has been recently renovated to broaden the hospitality opportunities. There are three self-catering holiday properties nearby, available for let all year round and are sometimes used in conjunction with events held at Winton Castle. There are also 26 residential let cottages on the Estate with maintenance requirements in liaison with trades.

The castle has become well established for corporate hospitality; it has won prestigious awards for customer service and a green tourism gold award for the approach to management benefitting the environment and community. The caretaking positions are crucial to sustain the service which is now expected from the events team and also to maintain the castle to a similarly high standard. Sharing the beauty of Winton with a wide range of visitors is considered important: we hope to allow them to enjoy their stay to the extent that they wish to return.

Duties

The list below of specific duties is given for indicative purposes only and is not intended to be exhaustive.

Repairs & Maintenance

The majority of the repair and maintenance tasks are expected to be taken care of by the caretaker, albeit that some duties will inevitably be delegated to the assistant. There is regular trades work to estate properties and the castle; if time permits out with servicing events and other caretaking duties, assisting the trades with logistics and labouring work will form part of the job.

Logistics

Meter reading and managing commercial waste arrangements.

Security

Preparedness for emergency procedure and regular testing of equipment including fire and intruder alarm monitoring & devices.

Operations

Setting up & clearing equipment for events, from tables, chairs & bar units to cabling for marquee events, or setting up equipment for outdoor activities. Assisting with all types of events and activities both indoor and out.

Meeting and greeting visitors to the castle, assisting with luggage, assist with preparing self-catering properties for guest's self-check-in. Being part of an "on-call rota" for out of hours guest services and check-in and check-out procedures for self-catering properties.

Health and Safety

Assist the Caretaker with Health & Safety responsibilities.

Liaison

The successful applicant will report to the Estate Caretaker. The varied nature of the role will require you to work as a team player with the Events and Housekeeping teams, and for specific related work with the Gardens and Forestry teams.

Terms and Conditions

The Estate vehicle insurance policy is restricted to drivers aged 25 and over therefore applications cannot be considered from anyone under this age.

Hours of work

Your hours of work will total 40 per week. Your days/hours may change from week to week to accommodate the events schedule. An average working week (not including out of hours and specific event work) is Tuesday to Saturday, 8am to 4.30pm with half an hour for lunch and flexible hours on Saturday between 8am to around 6pm depending on the event schedule. Flexibility will be required to adapt these hours when required to assist before, during or after events.

Holidays

28 days including public holidays.

Salary

From £23,800

Accommodation

There is not currently an estate cottage available, though if residency becomes more important for the role, reasonable effort to procure a cottage will be made with an appropriate adjustment to salary and contract.

Start date:

24th March 2025 or sooner if available.

Closing date:

28th February 2025

How to apply

Please send your CV and a short covering letter to recruitment@wintoncastle.co.uk