




BOWHILL

WHO WE ARE

A photograph of Bowhill House, a large, multi-story stone building with many windows and chimneys, situated on a hillside. The house is surrounded by lush green trees and a well-maintained lawn. The sky is blue with some white clouds.

Buccleuch is a diverse and innovative business with a passion for sustainable land use in rural Britain. People are at the heart of Buccleuch, in particular, colleagues, tenants, customers and visitors. Our commercial enterprises, including leisure & hospitality, agriculture, forestry, energy, rural estates and commercial property, provide approximately 500 jobs in local communities.

Bowhill House is the main family home of the Duke of Buccleuch. Set within a tranquil Country Estate, surrounded by beautiful gardens and waymarked walking trails, Bowhill House is home to an outstanding range of artwork which is recognised as one of the most important collections in the country.

For more information about us, and what we do, look at our websites here:

www.buccleuch.com

www.bowhillhouse.co.uk

OUR VALUES



- We treat each other with respect
- We do our best for customers
- We care about our communities
- We actively manage our impact on the environment

WORKING FOR US

SHEPHERD, LETTINGS AGENT, GIS TECHNICIAN, GARDENER, APP DEVELOPER, JOINER, WILDLIFE RANGER, BARISTA, FORESTER, SURVEYOR, RETAIL ASSISTANT, HOUSE GUIDE, GRAPHIC DESIGNER, FINANCE ASSISTANT, FENCER, SITE ENGINEER...



Just some of the many and varied roles people carry out at Buccleuch and chances are, you won't have worked anywhere like it before. Whether you're based on one of our stunning rural estates or in our centrally located modern Edinburgh office, if you join us, you can expect to be busy and challenged, but you'll never find it dull. Colleagues are encouraged to use their initiative and many have had the opportunity to develop their roles. We're particularly committed to safety and wellbeing and we think this is a great place to work.

In our last People Survey colleagues reported that they are proud to work for Buccleuch, they understand what is expected of them and feel that their team environment is supportive.

"Buccleuch is unique but it's the people that really make it"

"I'm very proud to work for Buccleuch and feel very much part of an amazing team."

"A thoroughly enjoyable place to work"

"The company has really demonstrated commitment to everyone's wellbeing"

"Progressive, and always looking to improve ways of working"

THE ROLE

ROLE TITLE	House Security	PERM/TEMP	Permanent
LOCATION	Bowhill House	HOURS PER WEEK	Weekends plus holiday cover
START DATE	ASAP	MANAGER'S ROLE	House Security

We are looking for someone with a friendly and professional approach to join our team at Bowhill to be responsible for security at the weekends and provide holiday cover on dates agreed in advance throughout the year, while undertaking some caretaking duties.

This is a hands-on role with a wide range of responsibilities, including:

- Responsibility for security of Bowhill House while on duty
- Carrying out general maintenance
- Supporting contractors/colleagues and providing assistance to the Buccleuch family when they are in residence.

For the right candidate, there could also be the option of paid overtime for up to 8 days per month covering Security duties at Dalkeith Country Park.

Due to the on-call nature of the role, the successful candidate will be required to live within the boundaries of the beautiful and historic Bowhill Estate, and a two-bedroom courtyard flat is provided free of rent to accommodate this. It is expected that this would be the post-holder's permanent place of residence.

Please note, the accommodation may not be suitable for children due to restrictions in access. Pets are permitted and while the surrounding Estate is available for use, there is no private garden. As occupier charges, including water rates, council tax and heating cannot be separated from the main House costs, there will be no charge for these.

You will find more detail about the day-to-day responsibilities and tasks involved in this role at the end of this pack.

SALARY & BENEFITS

SALARY RANGE (DEPENDENT ON SKILLS AND EXPERIENCE)*	£15,300 (FTE £35,100)
EMPLOYER PENSION CONTRIBUTION (SUBJECT TO YOU CONTRIBUTING 3.5%)	5.5%
ANNUAL LEAVE (INCLUSIVE OF PUBLIC AND STATUTORY HOLIDAYS)*	6 weeks
LIFE ASSURANCE	2.5 x salary
OTHER BENEFITS	Rent free accommodation
WELLBEING	Private health

*Salary & annual leave are pro-rated for part-time colleagues



Holidays increase by one day for each five years' continuous employment (up to a maximum of 5 additional days). We also offer the opportunity to join a holiday purchase scheme (after one year's employment), discounted gym membership and shopping vouchers, pension and cycle to work salary exchange schemes, and provide a range of benefits and resources to support colleague wellbeing at work, including a biennial health check once qualifying age and continuous service criteria are met.

THE PERSON

We want to hear from candidates who have the skills listed below and who can demonstrate the personal traits and behaviours that are key to success in this role.

ESSENTIAL SKILLS

Strong practical maintenance skills and the ability to undertake manual handling

An understanding of fire, security and CCTV systems

Organised and able to manage time effectively

Excellent customer service and communication skills

Comfortable using Outlook email and basic Microsoft Excel/Word

PERSONAL TRAITS & BEHAVIOURS

A can-do attitude and willingness to provide support and assistance to colleagues

Comfortable working independently and as part of a team

Professional with the highest levels of integrity and discretion

A positive and flexible approach to work

Confident, friendly and good with people

We are looking for candidates who have these qualifications and experience:

QUALIFICATIONS/PROFESSIONAL MEMBERSHIP

Full UK driving licence


Hold (or have held) a SIA and CCTV licence, this is desirable but not essential.

First aid certificate (desirable although training can be provided)

EXPERIENCE

Experience of working in a security environment

Proven practical maintenance experience



High standards of work are essential along with an understanding that this is not a standard 9 to 5 role!

ROLE SPECIFICS

On a day-to-day basis, the role will involve:

- Being responsible for all security matters at Bowhill House from Friday evening (5pm) until Monday morning (8am), and ensuring that you are in the House or in the nearby vicinity on the Estate whenever on duty.
- Providing week day holiday cover for 34 days per year.
- An element of caretaking and general maintenance work, while providing assistance to the Buccleuch family as required.

Security:

- Respond as per established procedures when the security or fire alarms are activated.
- Understand and be prepared to implement the House salvage plan at all times.
- Investigate any suspicious activity in the vicinity of the House and contact the police if necessary.
- Unlock/lock the House and set/un-set alarms as required and ensure windows are locked and shutters and blinds are closed each day.
- Carry out regular random internal and external spot checks throughout the weekend to ensure the House and its contents are secure.
- Operate and monitor the Fire, Security and CCTV system
- Communicate effectively using a hand held radio which should be carried at all times when on duty
- Liaise with the Security team at Dalkeith Security Hub who provide comprehensive remote CCTV monitoring.
- Supervise entry and exit to the House for colleagues, contractors and visitors, during the day and at night using the access control system.
- Please note, colleagues' personal safety is of paramount importance at all times and police or fire personnel should be contacted immediately when a situation requires it. Colleagues should not at any point put themselves in danger.

Caretaking and maintenance:

- Carry out any emergency maintenance works or repairs such as light bulb changes, leaking pipes, trip hazards, and door locks.
- Check the Fire, Security and CCTV systems for faults and call out engineers as required.
- General manual handling duties such as moving furniture and boxes, clearing rooms and assisting colleagues or contractors on site.
- Deal with rubbish and dispose of appropriately.
- Clear paths and spread salt when there is snow or ice.

General:

- Assisting the Buccleuch family with a wide range of tasks including: meeting and greeting guests on arrival and showing them to their rooms; dealing with luggage; general tidying up of the House and working closely with the Housekeepers; lighting of fireplaces when there are residents in the House; and very occasional assistance in the dining room during dinners or events.
- Provide support and assistance to other colleagues as required, for example supporting other teams based at the mansion house, courtyard and immediate estate areas including Housekeeping, Collections, Visitor Services and Gardens.
- Contribute to a relaxed but professional atmosphere in the House, ensuring that any problems are quickly and effectively resolved.
- Use your initiative and anticipate the needs of the family and colleagues in order to facilitate the organisation and functioning of the House.
- Present a smart, clean and professional appearance at all times.
- Provide first aid in an emergency and follow company policies and procedures in relation to Health & Safety.

We ask all our colleagues to:

- Be familiar with, and adhere to our company policies, guidance and practices
- Co-operate with colleagues to ensure that Buccleuch is a safe place to work and visit, reporting any concerns to a relevant manager or a member of the safety team
- Undertake other duties as may be required from time-to-time and are consistent with the overall responsibilities of the role.

APPLYING FOR THE ROLE

Sound interesting? If you haven't already applied and think you have the right skills, attitude and experience to join our team, we want to hear from you! Simply email your CV and a covering letter to our recruitment team at recruitment@buccleuch.com.

If you have any questions about the role, would like this information presented in a different format, or would like more information about our application process, please contact us at recruitment@buccleuch.com