



# Apprentice Stonemasons x 2

**Closing Date:** Wednesday 13<sup>th</sup> December 2023, midday

**Expected Interview Dates:** Wednesday 10<sup>th</sup> and Thursday 11<sup>th</sup> January 2024

## Recruitment Reference:

HES/23/289

## Starting Salary:

£21,452

## Salary Range:

£21,452 - £22,272

## Pay Band:

Apprentice

## Directorate:

Operations South

## Location:

Melrose Abbey

## Line Manager:

John Marr  
Works Manager

## Contract Type:

Four years fixed term  
appointment

## Working Hours:

Full time – 1932 hours per  
year (annualised hours)

Thank you for your interest in the post of Apprentice Stonemason with Historic Environment Scotland – we have 2 posts available at our Melrose Abbey Depot. These are four-year fixed-term appointments. While open to all applicants, we would welcome applications from school leavers and young persons.

## About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education, and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy which will be overarching strategy to which ensures we support and develop staff within the organisation.

## Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared, and enjoyed with pride by everyone.

## Our Mission

- To enhance knowledge and understanding of Scotland's historic environment.
- To protect, conserve and manage the historic environment for the enjoyment, enrichment, and benefit for everyone – now, and in the future.
- To share and celebrate our culture heritage with the world.



## Overview of the post and information about the team

The Monument Conservation Units (MCU) are based throughout Scotland and consist of stonemasons, joiners, painters, gardeners, labourers, and apprentices of varying trades. The teams are headed by Works Managers who have direct line management responsibilities for the whole team.

We have 2 posts available at our depot in the Scottish Borders based at Melrose Abbey. As part of the Monument Conservation Unit, you will be part of the team with responsibility for the on-going conservation, maintenance and presentation of Melrose Abbey and other Historic Environment Scotland monuments within the Melrose District Area, including Jedburgh Abbey, Dryburgh Abbey, Kelso Abbey, Hermitage Castle and Smailholm Tower.

On a block release basis, you will attend Forth Valley Training Conservation Centre in Stirling to gain Scottish Vocational Qualifications Level 6 in Stonemasonry. As part of your apprenticeship, you will be expected to spend time away from your normal place of work or on college placements and through relevant work placements across Scotland – please note that work placements may mean spending time away from home.

### Working Hours

You will work on an annualised hours contract which means the working year will be divided into 1 spring week and 2 working seasons: namely a longer working hours season (summer) and a shorter working hours season (winter). The length of each working season will be fixed by local management after discussion with the MCU and not later than 1 April of that working year.

The normal working week for the summer season will cover 5 days, The normal working week for the winter season currently covers a 4 day week however regardless of the hours worked (long/short weeks) you will be paid at the rate of one-twelfth of your annual salary per calendar month.

At Melrose the spring working hours are:

Monday–Wednesday	07:30am – 16:30pm
Thursday	07:30am – 16:00pm

The summer working hours are:

Monday–Thursday	07:30am – 17:00pm
Friday	07:30am – 14:30pm

The winter working hours are:

Monday–Thursday	08:00am – 16:15pm
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Historic Environment Scotland is committed to introducing a 35 hour working week from 1<sup>st</sup> April 2024 and so the above hours are subject to change. The 35 hour week will be incorporated into an annualised hours contract.

## Key responsibilities, duties, and objectives

To learn the trade of stonemasonry will involve producing templates and moulds, dressing, and building stone, setting out stonemasonry structures, repairs to stonemasonry structures and general routine maintenance of Historic Environment Scotland properties in care.

The successful candidate will learn about the trade of stonemasonry on projects at Historic Environment Scotland sites or on work placements with contractors undertaking



stonemasonry/conservation projects. You will be required to obtain SVQ level 6 in Stonemasonry via college studies and successfully complete the CITB stonemasonry skills test. You will be required to maintain a record of your studies and achievements throughout your apprenticeship.

You may also be required to successfully complete additional training on subjects such as erecting mobile scaffolding, care, and maintenance of powered respirators, use of abrasive wheels etc.

You will be required to work to high standards in the work you produce and in a safe manner always ensuring your own safety and that of your colleagues.

## Post Competencies

You will be assessed against these competencies during our selection process.

### Core Competencies:

- **Delivering excellent Service** – Demonstrating a commitment to quality services
- **Teamwork** - Contributing to and supporting working together
- **Planning and Organising** - Putting plans and resources in place to achieve results
- **Communication** - Communicating appropriately and clearly
- **Knowledge & Expertise** - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

## Knowledge, skills, and experience

As a part of the application process and if invited to interview, you will be required to demonstrate a basic understanding for the role, this will include:

### **Essential requirements:**

- A basic understanding of the meaning of Conservation
- A basic understanding of what a stonemason's works activities are.

### **Desirable requirements:**

- Give an example of a situation which demonstrates that you can competently use hand tools.
- Give an example of any work experience you may have been involved in that can be applied to the post on offer.

### **Qualifications:**

2 x National Qualifications (or equivalent) at [SCQF Level 4](#) or above in:-

- English and a Numeric subject or
- Crafts/Design/Technical subjects (or similar) which shows skills in executing a practical task.

OR Alternatively, substantial relevant experience in this type of work may be acceptable to academic qualifications.



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***Health Screening:***

Given the nature and working environment of this role; a pre-employment health screening will be undertaken for the successful post holder – Any offer of employment will be subject to satisfactory checks



## What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours
- special leave
- maternity/paternity leave
- adoption leave
- childcare vouchers
- to pay for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

## Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- discounts at some local authority leisure facilities
- interest free loans for bicycles (and travel passes)
- as part of our Equalities policy, we will make any reasonable adjustments for staff when needed.

## Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

## Season tickets

You can get an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Open to all permanent and fixed-term staff.



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## How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>.

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email [southrecruitment@hes.scot](mailto:southrecruitment@hes.scot) , quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Melrose Depot Works Manager John Marr ([john.marr@hes.scot](mailto:john.marr@hes.scot))

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan, we welcome applications from Gaelic speakers.

Thank you.

Human Resources  
Historic Environment Scotland