



The National Body for Neurodiversity

Facilities Technician

Role Profile

September 2026



About The Donaldson Trust

As the National Body for Neurodiversity, we are a catalyst for change. We believe there is a genuine opportunity to change society for better. We aim to be at the forefront of driving this change, and make a difference with, and for, neurodivergent people.

We're a team filled with caring and talented individuals who work together to create positive change. You will be part of a team dedicated to giving neurodivergent people a voice and contributing to our vision of a society in which neurodivergent people are understood, accepted, treated fairly and valued.

Our Values

We share what we know

We share our knowledge so that more neurodivergent people can thrive.

We connect people

We build partnerships and collaborations to increase opportunity and inclusion for neurodivergent individuals. We achieve more together.

We remove barriers

We work together to look for win-win solutions. We make it easier for neurodivergent people to feel accepted, valued and for their voice to be heard.



The Role: Facilities Technician

Job Purpose

To ensure that the Trust's premises are maintained to the highest standards.

Reporting directly to the Facilities Manager, the role provides an effective maintenance, repair, transport and caretaking service across all areas of the Trust's estate to ensure the safety and comfort of all users and promote a positive impression of the Trust.

Key Responsibilities

- Delivering planned preventative maintenance and minor repairs (joinery, plumbing, plastering, painting and decorating, and minor mechanical/electrical work) across the Trust's services, utilities and equipment, working within Safe Systems of Work and promptly reporting any breakdowns, delays or repair needs
- Carrying out statutory testing and compliance checks (electrical and mechanical fixed and portable installations, building fabric, water systems, and chemical storage/COSHH) and completing accurate records to meet legislative and insurance requirements
- Providing day-to-day caretaking, including lamp replacement, water replenishment, emergency cleaning, litter picking, monitoring event calendars, and maintaining stock and materials
- Campus grounds upkeep, including grass cutting, hedge / bush maintenance and use of petrol driven machinery





- Operating and maintaining the swimming pool plant daily, including water testing and checks, in line with the Pool Safety Operating Procedure
- Undertaking driving duties for services and visitors, completing regular vehicle inspections, and working alongside service teams (e.g. through vehicle checks) to help build supported people's confidence
- Liaising with, and accompanying, contractors and external organisations on site
- Maintaining building and estate security, carrying out regular health and safety checks, inspections and audits with timely corrective action, and promptly reporting incidents, accidents or unsafe systems of work with recommendations for improvement
- Acting as part of the first-contact team for emergency call-outs, and undertaking duties as a nominated First Aider and Fire Warden for the Trust

Please note this list of duties is not exhaustive.

About You

Below are the key qualifications, experience and knowledge, and skills and attributes required for the role. Please note each criteria is assigned as **Essential** or **Desirable**.

Qualifications

• Full and clean driving license	Essential
• First Aid at Work (or willingness to obtain as required for all Technicians)	Desirable
• Fire Warden (or willingness to obtain as required for all Technicians)	Desirable
• Working at Height	Desirable
• Legionella Awareness	Desirable

Experience and Knowledge

• Experience of working with risk assessments and following standard operating procedures	Essential
• Proven experience of safe systems of work	Essential
• Experience and working knowledge in safe use of power tools	Essential
• Proven experience of working with a facilities technician role	Desirable

Experience and Knowledge

• Working knowledge of COSHH	Desirable
• Experienced in working with Microsoft packages	Desirable
• Working knowledge and understanding of Safety Data Sheets	Desirable
• Experience in pool equipment maintenance and water testing	Desirable
• Previous driver experience with passengers	Desirable
• Experience working with those with additional support needs	Desirable

Skills and Attributes

• Professional; role modelling our attributes for colleagues, stakeholders and supported people, taking pride in providing and maintaining high standards of work	Essential
• Dependable; taking personal responsibility of your performance, delivering a solutions-focused approach	Essential
• Collaborative; committed to working constructively with colleagues and stakeholders, valuing different perspectives to deliver excellent results	Essential
• Curious; being open to learning, asking questions and challenging existing ways of working, actively seeking opportunities for learning, innovation and continuous improvement	Essential

Skills and Attributes

- Adaptable; demonstrate flexibility and a positive approach to change, whilst being open to giving and receiving feedback to achieve the best outcomes for the Trust
- Strong interpersonal skills and relationship management
- Ability to communicate clearly both verbally and in writing with a variety of stakeholders
- Be self-motivated and have the ability to work alone as well as part of a team
- High levels of attention to detail
- Ability to prioritise work and manage time effectively to complete tasks to a high standard

Essential

Desirable

Desirable

Desirable

Desirable

Desirable

Please note this list of duties is not exhaustive.





Remuneration:

Salary:

£26,710 pro rata, per annum

Hours:

Full time, 37.5 hours per week (1 FTE)

Composed of alternating shifts between 7am and 7pm

Reporting to:

Facilities Manager

Location:

Linlithgow campus

Pension:

AEGON (up to 12% employer contribution)

Benefits:

- Life Assurance Scheme (three times the salary)
- Employee Assistance Programme
- Health Cash Plan
- Doctorline
- Colleague Discount Scheme
- Family Friendly Policies
- Strong commitment to learning and development

To Apply:

To apply, please complete an online application via our website:

<https://www.donaldsons.org.uk/application-form/>

If you would like to discuss the role further, have any questions, or would like any assistance with your application, please contact us on people@donaldsons.org.uk and we would be happy to help.

Closing date: Sunday 18th October 2026

Interview Date: Thursday 22nd and Tuesday 27th October 2026

Please Note – given the nature of this role, we are keen to recruit as soon as possible, therefore please apply early, as we may hold interviews throughout the application window and may bring the closing date forward.

