



**Respond
Repair
Rebuild**

LOOKING AFTER HOUSING ASSOCIATION HOMES



Joiner Recruitment Pack

Welcome to R3 Repairs:

R3 Repairs started trading in April 2010 and operates across Southeast Scotland. We specialise in providing maintenance services to the Housing Association sector and can provide an all-trades repairs and maintenance service to you and your tenants, day and night, 365 days a year.

Pack contents:

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1. Advertisement

Joiner

Ref: J0925

Location: Haddington

Hours: Full-time – 39 Hours per week

Salary: £Competitive

R3 Repairs is a busy - and growing - property repairs and maintenance company, we've been working in Edinburgh, Lothian and the Borders for almost 15 years, and are wholly owned by East Lothian Housing Association. We carry out work in social housing, private homes and for other businesses – that means there's lots of variety and the potential for every day to be different.

We carry out repairs to empty homes as well as day-to-day repairs to tenanted/occupied properties. We fit new kitchens and bathrooms, windows and doors. Customer service is key to us, so we make sure our customers receive a full service, including responding to emergencies out of hours.

If you are qualified to SCQF L6 – or equivalent - have excellent practical and analytical skills, hold a current driving licence, enjoy working with people and think excellent customer service should be the norm, you may be the ideal person for us.

We'll pay you between £17.10 – £20.10 per hour - depending on your experience, that's on-target earnings of between £34,679 and £40,763 a year. We will also make contributions to a company pension scheme and give you free health cover with Simply Health. Of course, we'll also provide you with the use of a company van and provide you with power tools.

As a Joiner you will report directly to a designated Contracts Manager.





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This is an exciting time to become a member of our team following our recent restructure and ambitions to grow and deliver the best possible services to our customers. This role is key in helping us to achieve our business objective to have a reputation for excellence and be recognised as a high-quality provider of repairs and maintenance.

In return for your valuable contribution, R3 will offer you:

A wide range of development opportunities, including comprehensive induction, training, and e-learning.

Benefits that include up to 32 days paid holiday per year depending on your length of service and a generous employer pension contribution.

R3 will fully fund your Basic Disclosure check.

For more information on R3 Repairs, why not visit our website at www.r3repairs.co.uk

To apply for this post, please email us a copy of your CV to recruitment@r3repairs.co.uk

Please ensure you quote the reference for the post you are applying for within your email.
Ref: J0925.

For an informal discussion about the post, please contact our Operational Manager, Dave Gray on Tel: 03000 999 247.

Closing date for applications will be: **12 noon on Friday 10th October 2025**

R3 Repairs Limited is a Scottish Living Wage employer and is a subsidiary of East Lothian Housing Association (Scottish Charity No: SC028900)





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2. Our Values

As part of East Lothian Housing Association Group, R3 Repairs has both the backing of a company you can trust, with the knowledge that the parent company, East Lothian Housing Association, is a non-profit making, locally based charitable organisation.

The profits R3 Repairs make go back into the local economy, they are not syphoned off by the shareholders or paid to company directors.

R3 Repairs started trading in April 2010 and operates across Southeast Scotland. We specialise in providing maintenance services.

We also provide services to the private and commercial sectors.

We **RESPOND** at times that suit our customers.

We aim to **REPAIR** first time.

And for larger jobs we **REBUILD**.

Our Values – At R3, we are.





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3. Joiner Job Description

JOB TITLE: Joiner

DEPARTMENT: R3 Repairs

ACCOUNTABLE TO: Contracts Manager

POST OUTLINE

To carry out joinery maintenance work and provide an efficient and effective joinery service to R3 Repairs customers in a helpful and friendly manner, thereby ensuring a high level of customer satisfaction.

KEY ACTIVITIES

- Providing a productive and efficient joinery service to complement the R3 Repairs team
- Ensuring high quality work is carried out to meet the needs of our customers and provide a high level of customer service
- Promoting the service and the principles of R3 Repairs

EXAMPLES OF TYPICAL AREAS OF RESPONSIBILITY

- Repair, removal, replacement of a wide range of timber, plastic and composite products including doors, windows, kitchen base units, worktops, cupboards, bathroom wall paneling and wet rooms
- Repair, removal, replacement or modification of skirting board, floor boarding, soffit boards, structural timber and sheeting



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- Build wooden structures such as partitions and fences.
- Use of hand power tools on site
- Carry out repairs, modifications, replacements within the joinery craft and any other appropriate tasks as instructed by the Contracts Manager
- Ensuring cleanliness during work and upon completion of work
- Comply with the requirements of R3 Repairs stock control and purchasing procedure.
- Comply with procedures regarding tools, equipment and the R3 van usage
- Comply with procedures regarding maintenance of stock inventory as required.
- Attend relevant job-related training as required
- Ensure that the letter and spirit of the Company's Equal Opportunities Policy is observed in all aspects of day-to-day duties relating to R3 customers, staff, and the general public.
- Undertake work in a manner ensuring the health and safety of self , colleagues, clients and others.
- Carry out other duties commensurate with the post as designated by the Contracts Manager





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4. Conditions and Remuneration

Salary and Benefits:

Salary: £Competitive

Holiday

Up to 32 days paid holiday per year pro rata depending on length of service.

Pension

Employer pension contribution

Benefits

Comprehensive induction, training, and e-learning.

Annual incentive payment

Project bonus

How to apply:

To apply, please email us a copy of your CV to recruitment@r3repairs.co.uk

Please ensure you quote the reference for the post you are applying for on your email.

Ref: J0925

Closing date: 12 noon on Friday 10th October 2025

Interviews will take place week commencing: 20th October 2025





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