



**Respond  
Repair  
Rebuild**

LOOKING AFTER HOUSING ASSOCIATION HOMES



# Labourer 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:

1. Advertisement
2. Values
3. Labourer Job Description
4. Conditions and Remuneration





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# 1. Advertisement

## **Labourer**

**Ref: L1225**

**Location: Haddington**

**Hours: Full-time – 39 Hours per week**

**Salary: Between £13.45 – £17.10 per hour depending on experience**

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.

We are looking for an experienced Labourer to work alongside trades team colleagues. Your duties will include, reactive, day to day and planned work for the organisation and our clients. This includes work on domestic and commercial installations and day to day response repairs. You will also be required to participate in the provision of an out of hour's Standby service.

Applicants must have a full driving licence. A van and power tools will be provided.

If you enjoy working with people and believe excellent customer service should be the norm, you may be the ideal person for us.





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We'll pay you between £13.45 - £17.10 per hour - depending on your experience, that's on-target earnings of between £27,276 and £34,678 a year. We will also make contributions to a company pension scheme and give you free health cover with Simply Health.

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

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](http://www.r3repairs.co.uk)

To apply for this post, please email us a copy of your CV to [recruitment@r3repairs.co.uk](mailto:recruitment@r3repairs.co.uk)

Please ensure you quote the reference for the post you are applying for within your email.  
**Ref: L1225.**

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

Closing date for applications will be: **12 noon on Friday 9 January 2026**

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. Labourer Job Description

**JOB TITLE:** Labourer  
**DEPARTMENT:** R3 Repairs Limited  
**ACCOUNTABLE TO:** Contracts Manager

**SUPERVISORY  
RESPONSIBILITIES:** None

### Purpose of the Post

To undertake basic labouring responsibilities or provide assistance to Craft Operatives as instructed, and at all times carrying out the duties and responsibilities of the post in compliance with R3 Repairs Limited's Equal Opportunities Policy and Health and Safety Policy.

### Duties and Responsibilities – Specific

- General roofing duties
- General fencing duties
- Mixing mortar/concrete by hand or machine
- Fetching/carrying and loading materials in support to Craft Operatives.
- Tidying up work area during and after job
- Receiving, unloading and storing/stacking materials delivered to site
- Handling, placing and finishing concrete work
- Excavating by hand, drain and services trenches
- Assisting in the handling and laying and cleaning drainage pipe work
- Assisting in the handling and laying of kerbs, paving and filling materials
- Erecting, dismantling and moving tubular tower scaffolding where appropriate
- Using hand power tools for drilling, demolitions, cutting and chasing in association with builder's work
- Drive/control material handling, compaction and breaking equipment where appropriate
- Repairing and maintaining fences and areas of garden ground as directed





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## **Duties and Responsibilities – General**

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- It will be necessary to work with information technology and associated systems in accordance with R3 Repairs Limited's policies.
- To co-operate with R3 Repairs Limited in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- To carry out the duties and responsibilities of the post in compliance with the R3 Repairs Limited's equal opportunities policies.
- Procure materials, tools, and subcontractor services in line with works order specifications, ensuring timely delivery to support reactive and planned maintenance schedules.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



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## 4. Conditions and Remuneration

### Salary and Benefits:

#### Salary

£13.45 - £17.10 per hour depending on experience

#### 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](mailto:recruitment@r3repairs.co.uk)

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

**Ref: L12225**

**Closing date: 12 noon on Friday 9 January 2026**

**Interviews will take place week commencing: 12 January 2026**





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