

Caretaker / Facilities Assistant

Caring for the buildings that enable our mission

PURPOSE OF THE ROLE

St Mary's Church and Church Centre are busy buildings, used throughout the week for worship, ministry, community activities, meetings and a wide range of events. The Caretaker / Facilities Assistant plays an important part in making this possible and enjoyable for all.

The purpose of the role is to help ensure that our buildings are **safe, clean, secure, welcoming and ready for use**. This involves taking practical responsibility for the day-to-day care of the buildings, preparing rooms for activities, responding to issues as they arise and noticing what needs attention before it becomes a problem.

The Caretaker / Facilities Assistant is often one of the first people that members of the church family, visitors and community users encounter. We therefore want someone who is **friendly, approachable and welcoming**, and who understands that the way we care for our buildings is part of the way we care for people.

Working as part of the wider St Mary's team, the postholder will contribute to our vision to **see God change lives, families and churches**, helping to create an environment in which people can worship, meet, serve and flourish.

AREAS OF RESPONSIBILITY

Care of the buildings and the environment

- Open the Church and Church Centre and prepare the buildings for the day's activities.
- Carry out daily cleaning of the church buildings to a high standard, following appropriate hygiene requirements for different areas, including toilets, foyer, halls and offices.
- Monitor the general condition and presentation of the buildings, furniture and equipment and take initiative to address issues where appropriate.
- Ensure that the buildings and surrounding external areas are kept tidy, presentable and welcoming.

Preparing for activities and events

- Use the bookings calendar to anticipate room requirements and prepare spaces in good time - setting up furniture and equipment according to the needs of each activity or booking and resetting rooms after use, ensuring they are ready for the next activity.
- Work flexibly around the varied pattern of activities taking place across the Church and Church Centre.

Security and site management

- Maintain awareness of who is using the buildings and ensure that appropriate security arrangements are in place at the end of activities.
- Liaise with contractors and tradespeople working on site as needed, ensuring that they leave the building safe, secure and fit for use.

Health, safety and safeguarding

- Take reasonable care of your own health and safety and that of everyone using the buildings.
- Follow St Mary's health and safety, safeguarding and other relevant policies and procedures and attend relevant training as required.
- Carry out the weekly fire alarm test and report any concerns promptly.
- Maintain appropriate awareness of safeguarding requirements when working in buildings used by children and vulnerable adults.

PERSON SPECIFICATION

The successful applicant will:

- Be reliable, conscientious and trustworthy, with pride in maintaining buildings to a high standard ensuring that rooms and buildings are clean, tidy and well presented, having good attention to detail.
- Be self-motivated and proactive, noticing what needs doing and working with a minimum of supervision.
- Have good practical skills and a willingness to undertake a range of routine maintenance and facilities tasks.
- Have a friendly, approachable and helpful manner, recognising the importance of welcoming people well.
- Be flexible and willing to adjust working hours when necessary to support events and activities taking place in the buildings.
- Be comfortable working within the Christian ethos, values and mission of St Mary's Church.
- Be able to undertake the physical requirements of the role, including climbing stairs and lifting and moving furniture and equipment.

TERMS AND CONDITIONS

- Hours | Up to 30 hours. Part time/Job share considered
- Salary | Full-time equivalent salary £26,500
- DBS clearance for working in an environment where children and vulnerable adults are often present.
- Annual Leave | 5 weeks per annum