

CARETAKER

ROLE DESCRIPTION



Registered Charity No. 1147596

Job Title:	Caretaker
Reporting to:	The Rector/Churchwardens
Employed by:	The Parochial Church Council
Salary & Hours:	£10.90 per hour, 6 hours per week, to include Monday and Tuesday mornings, Saturdays and Sundays (as required) other hours can be flexible.

Additional hours, as required.

Hours be reviewed after a probationary period of 6 months

Role Summary:	<p>The purpose of this role is to support the work of a busy, diverse parish, embracing our strapline of 'welcoming - worshipping - serving'.</p> <p>We have two churches and a church hall, all of which are well used by the community.</p> <p>We are on 2 sites, approximately 1 mile apart and the job will require attendance on both sites.</p> <ol style="list-style-type: none">i. By providing support to the Rector/clergy/churchwardens, the Caretaker will ensure that our buildings are places of welcome to the community.ii. By managing our buildings, ensuring that they are warm, clean and tidy for all who use them.iii. By working with the Parish Administrator to ensure all our bookings are managed well as we seek to welcome all.iv. The Caretaker will be required to work weekends, as requiredv. There will be the opportunity for extra duties, i.e. to act as 'verger' for weddings and funerals, for which an additional fee will be paid, as well as caretaking duties for Electionsvi. Report/rectify health and safety issuesvii. Managing the hire of our church buildings, e.g. giving out keys and collecting/returning depositsviii. Any other incidental tasks
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There is the opportunity for this role to be combined with the role of Parish Administrator

KEY RESPONSIBILITIES

1. OUR BUILDINGS

Bookings

- Welcome and show around the halls to possible new users
- Ensure the heating is set accordingly
- Work with the Parish Administrator to manage the booking diaries
- Work with the Parish Administrator to monitor stock levels

General Building Management

- Work with the Parish Administrator to monitor lost and left property
- Work with the Parish Administrator to log and distribute keys to new hall users
- Manage heating programs for users
- Ensure the church grounds are kept tidy

General Building Management

- Work with the ministry team and Churchwardens

2. GENERAL ASSISTANCE

- Work with the ministry team and Churchwardens

3. MISCELLANEOUS

The salary will be paid monthly via BACS

Two references will be required

PERSONAL SPECIFICATION

CRITERIA	Essential (E) Desirable (D)
Be supportive of the mission and ministry of our parish	E
Excellent verbal, written, numerical, and interpersonal communication skills	E
Ability to relate, and provide a warm welcome, to a wide range of people.	E
Be self-motivated and able to manage own time and work effectively	E
Ability to maintain confidentiality	E
A commitment to and an understanding of equality and diversity	E
Be self-motivated and able to manage own time and work effectively	E
Understand Safeguarding procedures (D) or be willing to undertake training (E)	D / E