



# Vacancy: Caretaker

**St. Margaret's Lee is recruiting a part-time Caretaker on a 6-month initial contract.**

**Hours:** 20 hours a week (to be worked flexibly - includes Saturday working)

**Remuneration:** £14.23 per hour

**Duration:** Initial 6 month contract with possibility to extend

St. Margaret's, Lee is recruiting a part-time experienced caretaker to ensure the cleaning and upkeep of our church estate. A flexible approach and willingness to support our community is essential. The postholder will be expected to work in sympathy with our aims and objectives and share our Christian values.

## Regular Duties

1. To carry out caretaking, portering, cleaning and routine maintenance duties (according to your qualifications and experience) within and around the church estate including the church, churchyard, community halls and church office ensuring the buildings and their surroundings are clean, safe and ready for use
2. Supervise and monitor the work of contract cleaning staff
3. Monitor the condition of the site and buildings daily, responding appropriately to defects and ensuring that these are recorded and dealt with by a qualified person in a timely fashion
4. Liaise with Lewisham Council & sub-contractors for maintenance of the two churchyards
5. Maintain oversight of parking at the church and halls to ensure vehicles parked are permitted to do so
6. To act as a keyholder to open and close church and halls buildings for hirers and events, ensuring buildings are secured and attending emergency call outs as necessary
7. Assist with setting up and removal of furniture and equipment as necessary for concerts, events and services, and ensuring their restoration afterwards
8. Carry out fire alarm checks and be first responder to fire alarm activations
9. Maintain an inventory and order cleaning supplies and consumables
10. Maintain a key register and organise key cutting
11. Take monthly meter readings for utilities
12. Ensure the buildings are comfortable for use whilst having regard for environmental preservation (switching off lights, ensuring heating temperature is monitored and correct time-set)
13. Support the Parish Administrator and Treasurer e.g putting up posters and banners, going to the Post Office, Bank, Register Office etc
14. Be able to use email, microsoft office (word) and google calendar applications
15. Work flexibly to facilitate hires in order to increase income
16. Oversee third party lets on site, ensuring individuals and groups using the premises are appropriately supported in respecting the premises and hire agreements and policies are being adhered to
17. Maintain strong relationships with users of the premises
18. Support the Rector with AV and other practical requirements for weekday services
19. Preparing plots in the Garden of Remembrance for ashes burial and placing the tablet stones afterwards (training can be given)
20. Be responsible for ensuring the church clock keeps accurate time, setting it forward/back at appropriate times of the year
21. Undertake any other reasonable tasks requested by the Rector, Churchwardens or other authorised person to allow the efficient running of the church.

**Application Deadline:** Monday 15th April 2024

**Interview Date:** TBC

Please see the parish website for the job description. Applications should be made by CV and covering letter outlining how you meet the criteria outlined in the person specification and job description. The details of two referees should be provided, one of which should ideally be from a church background. This post is subject to DBS check.

Please e-mail or post to: The Visitors' Centre, Brandram Road, London, SE13 5EA

e-mail: [community@stmargaretslee.org.uk](mailto:community@stmargaretslee.org.uk)

For more information or an informal chat about the role, please call 020 8318 9643 or email [office@stmargaretslee.org.uk](mailto:office@stmargaretslee.org.uk)