



Caretaker

Job Description & Person Specification

We are seeking to appoint a part-time Caretaker for an initial 6-month contract, to be part of a small team that is essential to the daily operations and worshipping life of the Church and the Kingswood Halls.

The purpose of the role is to facilitate the day to day running, safety and security of our buildings, including cleaning and routine maintenance and providing practical support to the Rector, Ministry Team and wider community for services, events and hires.

Along with our Rector and staff team, this post is key in enabling growth in the ministry and mission at St Margaret's and the further development of income generating activities in our church and parish halls.

In line with our vision of St Margaret's as a place 'Where Communities Meet', the post-holder will be expected to be a positive face and voice of the church to the wider community. An ability to develop and maintain effective working relationships with a wide variety of stakeholders is essential. St Margaret's is an inclusive church and it is expected that our values are shared and demonstrated by the postholder.

The successful candidate will be self-motivated and personable, with knowledge and experience of building maintenance. A willingness to work flexibly to accommodate events and activities is essential. In addition to regular duties, the Caretaker is on-call for emergencies (alarm activations and emergency remedial works) and is responsible for responding to and coordinating appropriate remedial works.

The Caretaker will take responsibility for the day-to-day upkeep and health and safety of our buildings and land which include our grade 2* listed parish church, our crypt, halls, car parks, churchyards and lodge and will support the hire activities and events that take place on site.

The Caretaker will be responsible for developing relationships within the local community to maximise the benefit our premises provide for the community as a whole, as well as the revenue that can be generated from their use for the on-going mission of the church.

The Caretaker will report to the Rector on a day-to-day basis, be accountable to the PCC as their employer and will work closely with the part-time Parish Administrator, part-time Treasurer, volunteers and other stakeholders.

Salary: £14.23

The annual salary will be £14,799 for 20 hours per week, with a generous defined contribution pension. This will be for an initial 6 month fixed-term contract with the possibility of extending the contract beyond this term.

Probationary period: One weeks' notice of termination of employment will be required on either side during the first 6 months of the contract (the probationary period); thereafter one month's notice on either side will be required.

Hours:

The role is for 20 hours a week, Tuesday - Saturday working flexibly according to parish needs.

Emergency call-outs and 'after hours' working will be compensated by time off in lieu.

The annual leave entitlement will be 28 days per year, including Bank Holidays. Leave should be agreed in advance with the Rector, bearing in mind the particular demands for major church festivals and planned events and activities.

Accountable to:

The Rector, Churchwardens and PCC

Performance Management:

The post-holder will be subject to an annual Performance Review process.

The postholder will be expected to attend staff meetings as appropriate and to operate at all times in a professional and safe manner. St Margaret's is committed to promoting a safe environment and culture. The postholder will be expected to work within the relevant safeguarding and health and safety policies and procedures, and to attend all required training. The post will be offered subject to satisfactory references and DBS check.

Duties & Responsibilities**Regular Duties**

The post holder will have the following 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, ensuring that they are working effectively
- 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) Coordinate and schedule planned maintenance in liaison with the Rector, Churchwardens and office staff

- 5) Advise on setting up appropriate maintenance contracts and to supervise the work of contractors whilst on site
- 6) Liaise with Lewisham Council & sub-contractors for maintenance of the two churchyards
- 7) Maintain oversight of parking at the church and halls to ensure vehicles parked are permitted to do so
- 8) 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
- 9) Assist with setting up and removal of furniture and equipment as necessary for concerts, events and services, and ensuring their restoration afterwards
- 10) Carry out fire alarm checks and be first responder to fire alarm activations
- 11) Maintain an inventory and order cleaning supplies and consumables
- 12) Maintain a key register and organise key cutting
- 13) Take monthly meter readings for utilities
- 14) 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)
- 15) Support the Parish Administrator and Treasurer e.g putting up posters and banners, going to the Post Office, Bank, Register Office etc
- 16) Be able to use email, microsoft office (word) and google calendar applications
- 17) Work flexibly to facilitate hires in order to increase income
- 18) Oversee third party lets on site, ensuring those individuals and groups using the premises are appropriately supported in respecting the premises and hire agreements and policies are being adhered to
- 19) Maintain strong relationships with users of the premises
- 20) Support the Rector with AV and other practical requirements for weekday services (mic/livestream/music etc)
- 21) Preparing plots in the Garden of Remembrance for ashes burial and placing the tablet stones afterwards (training can be given)
- 22) Be responsible for ensuring the church clock keeps accurate time, setting it forward/back at appropriate times of the year
- 23) Undertake any other reasonable tasks requested by the Rector, Churchwardens or other authorised person to allow the efficient running of the church.

Health and Safety

- 24) Maintain appropriate training in health and safety (training can be given)
- 25) Ensure that all areas of the church estate are accessible to staff, visitors and contractors and are maintained in a safe manner and that any hazards or defects are resolved or signage erected and issues reported to the Rector/Visitors Centre whilst a solution is being sought
- 26) To have knowledge of the positions of all fire fighting equipment and their safe and appropriate use in an emergency. (training will be provided)
- 27) To have knowledge of emergency procedures including building evacuation and contact routines. (training will be provided)

Periodic Duties

- 28) Complete a Condition Report on each area of the buildings annually in order to create a Building Maintenance Plan
- 29) Maintain and update The Operational Reference Manual
- 30) To carry out cleaning and maintenance projects during closure periods as directed by the Rector and PCC

Person Specification (*E – essential, D – desirable*)

Values

E	In sympathy with the life and mission of the Christian church and subscribes to the values of St Margaret's Church as stated on our website.
E	Is punctual and reliable

Experience

E	Demonstrable experience of caretaking/premises maintenance and able to carry out basic maintenance and repair to buildings.
E	Experience of working effectively as part of a small team.

Skills and abilities

E	enthusiastic, energetic, practical, self - motivated with initiative
E	Excellent communication skills and to be respectful to all users
E	Ability to organise and prioritise own workload
D	Hold a recognised Health and Safety Qualification
E	A team player with the ability to work effectively with a variety of stakeholders
E	To show discretion and have regard for confidential information
E	Ability to operate building, heating and mechanical/electrical systems
E	Ability to work with minimal supervision
D	To support projects to develop church premises

Knowledge

E	Knowledge of CofE services and traditions
E	Knowledge of relevant health and safety issues.
D	Appropriate knowledge of information technology, including email and google calendar
E	Knowledge of procedures for safeguarding children and vulnerable adults.