

## Role Description

### Caretaker

#### ABOUT US

Thank you for your interest in being our new Caretaker. St Mary's is a busy parish church in the heart of our community, and part of the Barnes Team Ministry in the Diocese of Southwark. Our life together is centred around our Sunday and weekday worship. We are an Anglican Church which has witnessed to and served this community for over 800 years. Rooted in the love of God revealed to us in Jesus Christ, we value the traditions of thoughtful, exploring faith and building an inclusive community. We play an important role in our local community, and enjoy hosting a wide variety of events: from concerts to fashion shows!

The church has identified the need to have some more professional oversight of our spaces and events, especially out of hours, which has given rise to the need for this new position. We are a busy site, comprising church spaces and church hall, with routine maintenance, tidying, and key management needing additional oversight due to increases in demand. You will be a key figure in helping the church be a safe place in which the whole community is welcomed.

This will be a zero hours position, worked flexibly, as the work is required, with an expectation of, on average, around 2 hours a week. This position may be offered to more than one person, to work as a caretaking team.

#### ABOUT YOU

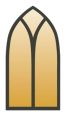
You will be in a position to work flexibly, often at short notice, and will be confident in basic routine maintenance and people management skills. You will be driven for offering clients an excellent experience, and communicate well and clearly, upholding a high standard of health and safety and safeguarding. We are interested in hearing from people who could carry out all or some of the duties described below.

#### KEY RELATIONSHIPS

- The Clients of the Hall and church
- The Rector
- The Wardens
- The Kitson Hall Chairperson (PCC)
- The St Marys Church Manager (Line manager)
- Church Administrator
- The PCC Treasurer and Bookkeeper

#### FEATURES OF THE ROLE

- Assist at events
- Key-holding responsibility



- Proactive assistance with the buildings

#### JOB DESCRIPTION DETAILS

Specific functions include but are not limited to the following:

##### **Assisting at Events**

You will be on hand before, during, and after some key events in the church and hall calendar, lending assistance as required. This may include

- Assisting at large funerals and weddings, including at wedding receptions in church and hall
- Being present for concerts and external events
- Communicating the church's position to third-party hirers
- Ensure good timekeeping from third-party groups
- Tidying mess left behind (incurring an additional fee if due to negligence)
- Moving furniture, and assisting / directing the resetting of the church in time for worship
- Communicating any issues to the church office / other relevant person

##### **Key Holding**

You will be a responsible keyholder for the church and hall, with a brief for the security of the site.

- Occasionally open or lock the church, according to our patterns
- Induct others in how to open or lock, and sign keys in and out
- Staying behind to lock after late-finishing events with new clients

##### **Buildings and Premises**

You will be proactive in finding improvements, helping keep good order around the church and hall site, and

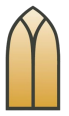
- Undertake routine maintenance as directed by the Office or Fabric Committee
- When requested, patrol site to ensure good order
- Basic assistance in keeping paths clear, sweeping leaves, etc.,

#### REQUIREMENTS AND SKILLS

This new caretaker role will require a proactive and flexible approach to the work, and be able to attend the church site for short periods of time, including antisocial hours, to ensure smooth operation.

The following skills and experience will be required:

- Competency in handiwork to a high standard
- An eye for detail



- The ability to work as part of a team, and communicate well with a variety of stakeholders
- Enthusiasm for the Church's aims and vision
- Reliability and trustworthiness

#### TERMS AND CONDITIONS

This is offered on a zero-hours basis, with the expectation of an average of 2-4 hours a week.

Leave: We will pay annual leave for 6 weeks of the average number of hours engaged.

Pay: £20 / hour

All successful applicants must consent to an enhanced DBS disclosure if required and undertake Safeguarding training arranged by St Mary's Barnes and the Diocese of Southwark

#### EQUALITIES STATEMENT

We are committed to creating a diverse and inclusive workplace. We welcome applications from all qualified candidates regardless of age, disability, gender, marital status, sexuality, race, or socioeconomic background. We value the unique contributions that different experiences and perspectives bring to our team.

#### APPLICATION

To apply for this role, please send a CV and covering letter to the parish office at [office@stmarybarnes.org](mailto:office@stmarybarnes.org). We intend to recruit over the summer, and applications will be considered as they are received, until 30 August. We may fill the position before this time.