

Job Description – Caretaker and Facilities Support

Background St. Mary's is a large and lively church on the Wirral. We are about 'making a difference wherever we are as we share 'Faith for Life' in Jesus.' We have a number of premises, including the main parish church and a wonderful extension (Faith Building) enabling many activities for the church and wider community. We are looking for an experienced person to work as part of our team of staff and volunteers, enabling the day-to-day activities of St. Mary's Parish Church/Faith Building as well as an oversight of facilities elsewhere. This is a unique opportunity to be part of a new vision for the future and to be part of an amazing team.

Post: **Caretaker and Facilities Support**

Salary Scale: **£19k to £21k (based on experience)**

- **plus 3-bedroom attached house (rent and council tax paid)**

Hours: **40 hours per week**

(usually worked between 6:30am and 10:00pm)

Base: **St. Mary's Parish Church**

Reports to: **Church Vicar (Rev. Nikki Eastwood)**

Line Manager: **Churchwarden/s**

Purpose To be responsible for the efficient and effective cleanliness, maintenance, security and access to, the buildings and facilities of St. Mary's Church and support of both paid staff and volunteers in these functions. Your primary daily responsibility will be the parish church and faith building.

You will also assist with oversight of facilities support and projects on the church's other premises (the attached church house, the Bank, the Centre at Saughall Massie Road, a cemetery at Salacre Lane and two houses (managed tenancies), one of

which is let and one which is at present occupied by our Associate Minister). You will report to the Vicar, Nikki Eastwood, and the churchwardens when appropriate, referring to them for necessary support and guidance. You will work closely with the Fabric and Property Committee and the management groups with responsibility for premises and activities within them.

Key Duties

- Undertake/ensure the cleaning of premises (core role - maximum of four hours a day) and the maintenance of all grounds including the scheduling and management of contractors and volunteers.
- Oversee other cleaning staff/volunteers (including rotas), making sure there is adequate cover at times of absence and ensure that areas are clean and tidy each day and bins emptied.
- Be the primary keyholder responsible for matters relating to security. Ensure the buildings are locked and unlocked within your working hours and set and disarm alarm systems. As primary keyholder, be prepared to attend out of normal working hours on occasion.
- Be the point of contact and available as needed, to meet with and open and close premises for those needing access in matters relating to maintenance, repairs and contracts. Oversee all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work. Keep electronic/paper records of all site work.
- Work in partnership with churchwardens, office administrator and the Fabric and Property Committee to:
 - prepare an agreed maintenance programme which ensures timely repairs and improvements are identified and carried out at each of the church premises and associated land.
 - obtain quotations for minor works not achievable by staff/volunteers
 - assist as required with the preparation and commissioning of maintenance budgets/contracts.
 - ensure all routine maintenance and compliance checks are identified, scheduled and carried out in accordance with recommendations and regulations
 - prepare and maintain user instructions, health and safety manuals and other necessary documentation for the efficient management of the facilities.

- co-ordinate the set-up of requirements for all Sunday services and for weekday activities which need additional support at the Parish Church / Faith Building
- carry out minor maintenance duties around the buildings.
- support efficient energy and waste management within the facilities, such as heating times and levels.

Facilities Support - Compliance

- Support volunteers and visitors in the safe and efficient use of systems and equipment and support the pursuit of good practice.
- Check that all matters relating to premises insurance are being followed.
- Under the direction of the Fire Safety Officer, ensure that all fire prevention / alarm systems are regularly maintained and tested, appropriate records kept and related policies and procedures reviewed and updated.
- Support the undertaking of risk assessments and the implementation of control measures.
- Carry out health and safety checks as required and have an up-to-date knowledge of health and safety procedures.

General Responsibilities

- Be flexible around hours worked ensuring he/she is available around special events and the major Christian festivals.
- Due to the responsibility relating to the security of the premises in particular, it is considered important for the post holder to live on the premises in the attached house to be able to fulfil the needs of St. Mary's.
- Work within budgets to arrange timely and good value purchasing of materials /contracts
- The post holder will be expected to attend appropriate staff and management meetings.
- Any applicant should be able to prioritise and work to key deadlines and be able to manage, motivate and co-ordinate volunteers.
- Support the Christian ethos of St. Mary's when interacting with groups and individuals.
- Undertake training appropriate to role and responsibilities.

- Due to the responsibilities peculiar to church premises and the groups and communities which use them, it is an essential requirement that the applicant be in sympathy with the Christian aims and objectives of St. Mary's.

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