



St Paul's Caretaker

Location:	St Paul's Church, Leamington Spa
Salary:	£20,468 p.a. FTE (£5117 p.a. actual)
Hours:	10 hours per week including some evening and weekend working. Considerable flexibility required between Monday to Saturday. There will be an opportunity for overtime subject to bookings. In term time, core hours you will be required each week are: Tuesday 3:15pm – 5:15pm Thursday 12pm – 2pm
Other	<ul style="list-style-type: none">• This role is fixed term until 31st July 2020 – Immediate Start• 5 weeks annual leave p.a. plus bank holidays• The post requires an enhanced DBS disclosure

Background to Role

St Paul's Church

St Paul's is a lively, evangelical Anglican church in the heart of Leamington Spa, with a vision to:

see Leamington changed, one life at a time.

Approximately 475 adults (aged 18-95) and 200 children and young people attend at least monthly on Sundays with around 50 students also attending in term time. We have 4 services on Sundays, a midweek service on Wednesday mornings, small groups and many other events and activities. Our church building has been recently renovated in a modern, flexible style, enabling ministry to flourish and the building is used throughout the week for church activities.

Housekeeping and Maintenance Team

The church employs a housekeeper and cleaner, both on part time hours to assist with the day to day maintenance of the building. For a number of years, the church has also been supported by a number of interns, able to offer hours, particularly midweek, to support the setting up and clearing up of events.

In this academic year, we are not expecting to have any interns join the team, and so additional support is needed in this area. This role is fixed term, as it is expected that we will have interns again from September 2020.

Main Purpose of the Role

- To welcome and liaise with those who use/hire St Paul's Leamington Spa
- To promote the vision and values of the church through your example and relationship with those using the facilities
- To ensure that the building and environment is clean, safe and correctly arranged
- To assist with smooth running of the church premises

People-links

- Reports to the Operations Manager
- To be part of the Operations team in the church, particularly working with the Operations Manager, Housekeeper and Facilities and Finance Administrator.

Main responsibilities

The role is flexible. However, the duties are likely to include:

Premises hire

- Ensure that each room/site is tidy and arrange furniture and equipment as required for each hirer/user/activity, giving instruction in the use of equipment as necessary
- Ensure that the hirer is aware of all responsibilities with regard to health and safety and emergency procedures in accordance with appropriate risk assessments
- To take on the role of Duty Coordinator for events, activities and services as required. Make every effort to resolve any problems users may have and ensure that building hire terms and conditions are adhered to at all times
- To return the room/site and equipment to standard lay out (or set up for next user as appropriate) and ensure that all equipment is in working order and correctly stored.
Ensure that appropriate heating is provided for each activity
- To unlock buildings as required and to act as key holder for locking up buildings after events, activities or services as directed by the Facilities and Finance Administrator.

Building maintenance

- To report any missing items, breakages or damage to the Facilities and Finance Administrator at the earliest opportunity
- To ensure that the buildings are cleaned in accordance with approved specification and to undertake specific cleaning responsibilities as identified by the Operations Manager
- To work with the Housekeeper and Cleaner to carry out cleaning as necessary and to assist the Operations Manager in carrying out basic maintenance duties.

Verger roles

- To ensure the church is appropriately set up for worship after other activities have taken place.
- To ensure the church is appropriately set up for special services – weddings, funerals etc.

Person specification

- Be able to reflect the vision and values of St Paul's Leamington Spa in all dealings with staff, congregation members and visitors
- The post holder will work in a Christian environment, therefore it will be necessary for the post-holder to have respect for the Christian faith and its values and to be in sympathy with our organisational aims.
- Have good interpersonal skills
- Be able to work with and encourage a team of helpers and volunteers
- Be well motivated, proactive and able to work with minimal supervision
- Be able to climb stairs and do medium to heavy work including lifting and moving of furniture
- Be willing to undertake any training necessary for the role

The successful applicant will be required to undertake a successful DBS check