**JOB DESCRIPTION**

**Caretaker**

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| **Job Title:**  **Salary:**  **Hours:**  **Term:**  **Responsible to:** | Caretaker  £17,646.72 per annum  24 per week  Fixed one-year contract with a possibility to be continued  Assistant Director of Whalley Abbey |

The caretaker role contributes to a spiritual community that is committed to fostering a welcoming, supportive and peaceful environment for guests on residential or day programme and those visiting the grounds.

**Key responsibilities:**

Assisting with the maintenance and security of the site with its buildings and grounds ensuring a safe and beautiful environment to all. Facilitating the day-to-day functioning of Whalley Abbey in close co-operation with the Director, Assistant Director and other members of staff, resident community and volunteers. The weekly schedule and duties will be varied and depend on bookings and the activities taking place.

*Looking after the fabric*

* Performing basic repairs and maintenance tasks and arranging emergency repairs
* Monitoring the condition of fixtures and fittings and taking remedial action as needed
* Ensuring all equipment is serviced and maintained in good working order
* Assisting with the implementation of recommended works from the quinquennial inspection
* Painting and decorating and developing a refurbishment schedule
* Helping to install CCTV around the site and to improve security access systems
* Planning and implementing the upgrade of property waiting for it
* Arranging repairs to the car park surface
* Assisting with sourcing, booking and supervising contractors
* Coordinating replacement of non-serviceable plumbing
* Monitoring the buildings and grounds and taking appropriate action to rectify any damage and security issues
* Contributing to heritage management on the site
* Maintaining administrative records necessary to property maintenance and repairs

*Operational*

* Proactively offer and provide assistance to guests with limited mobility.
* Opening and locking up premises on a rota
* Maintaining paved entrance areas and keeping them free of ice, leaves and mud
* Occasional general cleaning, when required, and some cleaning at medium height
* Ensuring general waste and recycling is made available for local authority collection
* Arranging rooms according to the online booking system, including moving of furniture
* Responding to day-to-day situations needing urgent attention
* Working to ensure processes and routines are continually improved and efficient

*Compliance*

* Adhering to policies and safe working practices to create a safe environment
* implement and maintain Health and Safety and Safeguarding standards
* Performing scheduled tests and checks and keeping accurate records for compliance purposes (including health and safety and fire safety regulations)
* Undertaking risk assessments
* Giving guests and visitors guidance about policies and rules where necessary
* Keeping up to date with essential training and certification

*Ministry of welcome*

* Providing a welcome to visitors as and when required, making sure that all visitors are received in a friendly, tactful and helpful manner and assisting them with any queries
* Maintaining the confidentiality of staff, volunteers and visitors and generally dealing sensitively with people

The post holder may be required to perform duties other than those listed above. Duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility assumed by the role.

**Person Specification**

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|  | **Criteria** | **Essential / Desirable** |
| **Commitment to the ethos** | * Respect the Christian ethos and actively support the work of the Abbey | essential |
| **Qualifications and training** | * 5 GCSE including Maths and English * NVQ level 2 (or equivalent) | desirable |
| **Experience and Skills** | * Experience in repairs and maintenance * IT skills including spreadsheets, emails and finding information online * Experience in record-keeping and reporting * Previous caretaking and facilities management experience * Knowledge about listed or heritage buildings * Experience working with volunteers or guiding others | essential  desirable |
| **Attributes** | * This role requires significant periods of lone working and as such, the postholder will need to display a high degree of responsibility and professionalism in their work * Ability to work as part of a team, also directing and encouraging volunteers * Ability to use own initiative while also being happy to take and follow instructions * Ability to work independently in handling and prioritising a diverse workload and in keeping to deadlines * Patience and attention to detail * Flexibility in working hours * Strong verbal communications skills and ability to produce clear written records and reports * Willingness to undertake any training necessary for the role | essential |
| **Personal Qualities** | * Self-motivated and proactive * Calm and efficient when responding to situations * Ability to communicate respectfully and effectively with people of all backgrounds * Ability to be firm without giving offence with the general public when necessary * Approachable and behaving in a manner appropriate to a Church setting which provides services and facilities to a wide range of people including children and the elderly | essential |
| **General** | Full Driving Licence | essential |

**Outline of Terms and Conditions**

**Employer**: Blackburn Diocesan Board of Finance

**Contract type:** Fixed term, 12 months

**Salary:**  £17,646.72 per annum

**Disclosure and Barring Service:** This post is subject to an enhanced DBS check.

**Hours**: This is a part-time role based on a 24-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

**Pension:** The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

**Annual leave**: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

**Probationary period**: The appointment is subject to the satisfactory completion of a three-month probationary period.

**Notice Period:** During the three-month probationary period, 4-weeks' notice is required on either party. Thereafter you will be required to give 8-weeks’ notice should you wish to resign.

**Expenses:** Working expenses, if agreed in advance, are paid at the diocesan rates.

**Employee Assistance Programme:** Employees of the BDBF are entitled to the Medicash Employee Assistance Programme following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.

**Right to work**: The post-holder must have the right to reside and work in the UK.

**Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds**

**The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.**

**Job Description Agreement**

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| Recruitment Manager’s signature |  | Date |  |
| HR Manager’s signature |  | Date |  |

**Preparation of Job Description**

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| --- | --- | --- |
| Author of Job Description |  | |
| Date signed off |  | Version |