

# JOB DESCRIPTION FOR PART TIME HANDYMAN AND CARETAKER

## **Location**

St. Mary's Church  
30 St Mary's Road  
Wimbledon  
SW19 7BP

## **Purpose of the Job**

To work with the Parish Operations Manager to ensure that the premises and grounds of St Mary's Church are well maintained and that they are safe and fit for purpose.

To support the Parish Operations Manager in managing vehicle access to the churchyard.

## **Tasks**

- Day to day care and maintenance of a busy church, halls and grounds.
- To work with adult and student volunteers maintaining the grounds of the church.
- To set up the church and halls for church events and services.
- To dig holes for the burial of ashes when required.
- To undertake repairs and maintenance of the building and grounds including small plumbing and electrical jobs such as changing washers or light bulbs and unblocking toilets.
- To ensure that the buildings and site are clean and tidy.
- To ensure that the buildings and site are safe for staff and members of the public and to support the Rector with Safeguarding.
- To set and oversee the maintenance of the heating system.
- To put out the bins for emptying and bring them in again.
- Painting and decorating when required.
- Arranging work by specialist contractors and liaising with them when they are on site.
- Checking and replenishing supplies of light bulbs etc.
- Maintaining a spreadsheet of works and servicing checks.
- Unlocking and locking premises when necessary.
- Annual PAT Testing of small electrical items.
- To keep paths clear and safe including gritting when snow is forecast and clearing snow.

## **The Premises:**

### **St Mary's Church: a large Victorian church.**

The church is open to the public daily from 8.30am until 5.30pm. Volunteers clean the church once a week and contract cleaners also come in once a week.

### **Garden Hall, a modern church hall**

It is used by regular groups such as a ballet school, playgroups, yoga and for church events, one-off bookings for parties and other events. Contract cleaners come in most nights.

### **Fellowship House: church hall, meeting room and office.**

A 1970's building which comprises a hall, kitchen and toilets, the Parish Office and a meeting room. The hall, kitchen and toilets are leased to a nursery school from Monday to Friday. Contract cleaners come in on Sunday nights.

## **The churchyard & field**

Volunteer gardeners carry out much of the maintenance of the churchyard. The handyman/caretaker is responsible for allocating tasks to a group of boys who come from Kings College School on Friday afternoons. The boys help maintain the churchyard with the handyman/caretaker ensuring that they are working safely. The boys are always accompanied by a teacher who is responsible for supervising them.

Vehicle access to the churchyard is limited to permit holders and blue badge holders. The handyman/caretaker works with the Parish Operations Manager to manage the access and keep the gates to the churchyard closed.

### **Line manager and reporting**

On a daily basis, you would work to the Parish Operations Manager, under the overall line management of the Team Rector.

### **Terms and Conditions**

Hours: 9am – 1pm Monday to Thursday, Friday 11-3pm with the potential for occasional overtime

Salary: £12 per hour (£240 per week)

Holiday: 20 days pro rata (80 hours) per annum plus public holidays

Three month probationary period prior to being made a permanent position.

**This post is subject to an enhanced DBS disclosure.**

### **Additional Opportunities**

#### **Overtime opportunities**

In addition to working for St Mary's the post holder would be offered the option of undertaking repairs for the parish at an overtime rate of £15/hour on other church properties in the wider team.

#### **Verging for services.**

When required to act as verger for weddings and funerals, setting up for services and welcoming members of the public, (training will be given) an additional fee of £40 a service will be paid when outside usual working hours.

### **Application**

Applications must be made using the St Mary's Application form.

For more details please contact the church warden Alison Neilson, Email:

[alison@stmaryswimbleton.org](mailto:alison@stmaryswimbleton.org)

Closing Date for Applications 9am 28<sup>th</sup> August 2018

Interview from 9am 6<sup>th</sup> September 2018 at St Mary's church.

# PERSON SPECIFICATION FOR CARETAKER/HANDYMAN

## **Essential:**

Someone reliable, resourceful and practical.  
Someone able to proactively identify work that needs to be done.  
An ability to use basic hand tools.  
Good basic maintenance and repair skills, including minor electrical works.  
Good interpersonal skills.  
Experience of dealing with members of the public in a work setting.  
Experience liaising with contractors.  
Experience of setting heating systems and overseeing the maintenance of boilers.  
Able to work alone, unsupervised.  
Able to operate a lawn mower.  
Able to dig a hole for the interment of ashes.  
Able to get on with other members of the staff team and work as part of a team.  
Painting and Decorating skills.  
Able to work safely at heights and use the churches scaffolding tower.  
Able to organise and record stocks of consumables.  
Able to order appropriate materials for use in projects and keep within a budget.  
Punctuality.  
Good problem solving skills around repairs and maintenance.  
Confidence working with young people.  
Good communication skills.

## **Desirable:**

A good understanding of safeguarding and Health and Safety.  
An understanding of the work and values of the Church  
A knowledge of basic plumbing and electrics; any qualification in electrics would be a bonus.  
Basic computer skills for updating records of supplies, works etc.  
Being available to act as Verger for Weddings and Funerals at the Weekends and outside normal working hours.