



JOB DESCRIPTION

January 2019 to be reviewed September 2019

Holy Trinity is a church member of the Evangelical Alliance and a signatory to the founding charter of Anglican Mainstream. We operate by the following values, which shape our vision to be a church of disciples (followers of Jesus) who make disciples:

- **Welcome** – newcomers matter to us because in the gospel Jesus came to seek those who were not His own
- **Word** – we share the gospel of Christ with each other as the normal means by which people grow as followers of Jesus
- **Witness** – every Christian is sent by Jesus to pray for and share the gospel with those who do not yet know His love
- **Worship** – both when we gather as Christians and in daily life we express our adoration of Christ in our prayers, words and actions

The Caretaker is expected to support the values and vision of Holy Trinity and to be an ambassador of the church to visitors and hall users.

Work base: Holy Trinity Church, 110A Trinity Street, Norwich. The work also involves the church hall in Cambridge Street and occasionally other locations.

Employer: Parochial Church Council (PCC) of Holy Trinity Norwich

Accountable to: The Incumbent and Wardens

Job Purpose:

- To have responsibility for the practical day-to-day use of Holy Trinity Church and church hall, including their grounds, offices, community areas and other related spaces the church is responsible for (the related spaces), providing and maintaining a safe working environment
- To be responsible for the security, maintenance and services of work facilities to ensure that they meet the needs of the people who use the buildings and related spaces
- The Caretaker is not the Health and Safety Officer but accepts the delegated responsibility by the PCC to carry out day-to-day implementation of the arrangements as outlined in the Health and Safety Policy.

People-links

- To be accountable to the PCC through the line management of the Church Manager or his/her delegate
- To play a full role as a member of the church's staff team, sharing the team's corporate responsibilities
- To engage and consult with church staff, congregation and other site users
- To liaise with other authorities, sub-contractors, tradespeople and organisations as appropriate

Main responsibilities

These are to ensure that the church, church hall and grounds and related spaces are well maintained, clean and safe in accordance with current health and safety legislation. The Caretaker will facilitate the uses of the church and hall. This will include some practical, technical, administration, budgeting and teamwork tasks:

- Regarding health and safety, the Caretaker will
 - be familiar with health and safety regulations as far as they concern church premises.
 - be familiar with the Health and Safety Policy and arrangements and ensure they are observed.
 - ensure so far as is reasonably practicable, that safe systems of work are in place.
 - ensure that safety equipment and clothing is provided and used by all personnel where this is required.
 - ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
 - ensure that adequate access and egress is maintained.
 - ensure adequate fire-fighting equipment is available and maintained.
 - ensure that food hygiene regulations and procedures are observed.
- Maintenance – the Caretaker will be expected to carry out simple maintenance tasks e.g. changing light bulbs, simple repairs and minor decorating. For work requiring skilled tradespeople, the caretaker will be expected to lead in making arrangements and overseeing the work.
- Up to date records are to be kept on servicing and maintenance.
- The Caretaker will be expected to work with staff and volunteers from the church membership to enable others to carry out regular and special projects and events. This includes moving furniture and equipment.
- Administration tasks will include keeping up to date records and ordering cleaning and maintenance supplies whilst keeping to a budget.
- Cleaning: the church already employs a cleaner but the Caretaker's role will involve cleaning tasks.
- Teamwork is expected so that the Caretaker will work with other staff in ensuring smooth day-to-day running of the whole church. This might mean reception duties, photocopying, shopping, deliveries etc.
- First Aid kits are to be maintained.
- Other appropriate duties will be undertaken as requested by a line manager.

Person Specification

Requirements	Essential for post	Desirable for post
Proven Ability	<ul style="list-style-type: none"> • Experienced in caring for and maintaining buildings. • Strong interpersonal, communication and facilitation skills. • Good working knowledge of health and safety legislation and/or a willingness to undertake suitable training, as required. 	<ul style="list-style-type: none"> • More than two years' previous experience in a caretaker or other similar role. • Experienced in managing volunteers.
Qualifications		<ul style="list-style-type: none"> • PAT testing qualification. • First Aid qualification. • IOSH managing Safely.
Special Qualities & Aptitudes	<ul style="list-style-type: none"> • DIY skills. • Organisational skills and the ability to prioritise and use initiative. • 'Can do' attitude. • Ability to use IT for basic tasks such as email communications and finding information on the internet. • Flexibility around working hours. • Willing to undertake necessary training. • Ability to undertake physical tasks such as moving furniture and other heavy objects. • A flexible team player. • Servant hearted. 	<ul style="list-style-type: none"> • Being able to work with technical specialists and tradespeople. • Working knowledge of audio visual equipment. • A valid UK driving licence. • Previous experience of managing budgets. • Being an active member of Holy Trinity.