

Job Description and Personal Specification

Caretaker | St Barnabas Gloucester

Job Title	Caretaker
Salary and hours	14 hours a week (minimum to be worked flexibility with some unsociable hours including weekends and bank holidays, in the event of bookings) Living wage, with additional hours for cleaning/maintenance caused by individual party/large event hires which will be remitted through pay roll.
Reporting to	The Incumbent and Churchwardens
Location	St Barnabas Estate (Church building, halls complex, St Michael's Hall, Tuffley)
Date of Issue	February 2025
Start Date	March 2025

Job Overview

This is a key role ensuring the site is managed well and cared for. The Caretaker is a representative role on behalf of the PCC of St Barnabas church which brings the post holder into regular contact with members of the public. Therefore, anyone who is appointed to the role should be sympathetic to the Christian faith. The individual must be a strong team player.

The Caretaker will also advise the PCC via the fabric committee about the smooth running of the site and its many and varied activities. A DBS is desirable for this role. We want all of our employees and volunteers to have an opportunity to shape our working systems and arrangements.

The Caretaker role requires the post holder to;

- Using own initiative and a keen eye to ensure high standard of cleanliness and maintenance across the estate
- Manage multiple projects and tasks as directed by the Church, clergy and officers
- Cleaning the buildings
- Gardening and performing landscape duties, and working with contracted gardeners
- Inspecting the building facilities, including, but not limited to heating, cooling, lighting and security systems to make sure they are in good working order
- Performing basic repairs and maintenance tasks as required
- To work with the PCC and Churchwardens, sourcing, booking and supervising contractors for major repairs
- Monitoring cleaning materials, tools, and furniture and informing administrator if restock/repair or replace is needed.
- Preparing for bookings for any buildings or rooms available for hire.
- Adhering to the churches policies to create a safe and accountable working environment for everyone

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- Other duties as required

Responsibilities	Nature and Scope of role
<p>To ensure the site offers a warm and safe welcome to both church family and hirers and ensuring the site itself is kept secure and safe.</p>	<p>This involves offering a warm welcome to all, ensuring site cleanliness, security and safety for all users.</p> <p>Ensuring all necessary risk assessments are undertaken, and certificates, safeguarding/safety information and licenses are displayed.</p> <p>With the administrator, ensuring bookings are accurate, sustainable, follow church and PCC hiring criteria and ensure that the site diary is managed well for all.</p> <p>Reacting to issues promptly and courteously on own initiative and maintaining confidentiality at all times.</p> <p>With the churchwardens, ensuring the terrier and log book is kept up to date.</p> <p>With the administrator, ensuring appropriate consumables are available and accessible to hirers in a secure way.</p>
<p>Supervising gardening and landscape duties or performing landscape duties.</p>	<p>Working with our off-site contractors and regular gardener/landscaper to ensure that the grounds are safe and kept in good order.</p> <p>With the incumbent, managing the memorial garden and ensuring national church graveyard regulations are observed.</p> <p>Supporting volunteers who care for our grounds and gardens.</p>
<p>Inspecting the buildings, including heating, cooling, lighting and alarm systems to make sure they are in good working order</p> <p>Performing basic repairs and maintenance tasks as required.</p> <p>Providing a strong lead with health and safety issues, property, maintenance and related issues.</p>	<p>With the Churchwardens, regularly inspect the site and report any concerns to the Incumbent, Churchwardens and Administrator.</p> <p>Performing basic repairs and maintenance tasks as required.</p> <p>With the Churchwardens and Administrator, identify and undertake possible site improvements.</p> <p>Ensuring the administrator is informed of the need for supplies for church and hall site management.</p> <p>Ensuring all Site Management/Caretaking processes are in line with GDPR, Health and Safety, Data Handling and Safeguarding policies</p>
<p>To work with the PCC and Churchwardens on major projects and repairs, sourcing, booking and supervising contractors.</p>	<p>To offer appropriate advice and input for grant applications.</p> <p>With the Churchwardens, to source, supervise and ensure contractors can work safely and conveniently on site.</p>

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Preparing for bookings for any buildings or rooms available for hire	With the Administrator, ensuring that site is prepared for worship, hirers, events and occasional offices, ensuring any necessary verger/welcomer teams are in place and are briefed appropriately. Ensuring hirers leave the site as found and informing the Incumbent, Churchwardens and Administrator if there are any issues.
Adhering to local and national church policies to create a safe and accountable working environment for everyone	Becoming familiar and committing to upholding relevant church policies especially site hire, GDPR, safeguarding, financial and employment policies.

General Information

Terms and conditions will be set out in the employment contract and employee handbook. These will include:

- Regular meetings with the Vicar and other officers and ministry leaders
- 5.6 weeks statutory annual leave including Bank Holidays which may be taken in lieu if bookings mean that working is necessary. Leave cannot be guaranteed just before major festivals such as Easter and Christmas.
- 6-month probationary period
- Annual appraisal

Person Specification

Essential	Desirable
Honesty, integrity, to be able to maintain confidentiality and have strong communication skills to interact confidently and pastorally with diverse people	
Good practical skills with an eye for detail, including professional cleaning skills, basic maintenance and gardening skills. Strong team player with experience working with others as part of a team. The postholder will be required to move and manoeuvre furniture and heavy items, and work at heights. Reasonable adjustments will be given where needed. The postholder will also need to work alone during unsociable hours (in accordance with safe working statute and guidance).	Site management skills and volunteer management experience. Experience of preparing and managing a budget Professional tradesperson skills that could be called upon for particular projects and situations.
A willingness to learn new ways of working	Experience of developing management systems to respond to changing needs

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IT skills and familiarity with Microsoft Office and Google Suite	Willingness to work with essential software and technology to support the role.
Some general office and administration skills Able to manage multiple tasks, plan work well to deadlines and prioritise jobs	Experience of office management
A self-starter able to take initiative and be an effective team member. Interested and supportive - flexible and adaptable. A careful listener, empathetic and approachable. Friendly and confident	Some understanding of the Church of England – worship, ministry and structures Understanding of charity structures, aims and ethos.
Confident telephone manner	Office or administrative experience (to support Administrator at busy times/holidays)