

St Botolph without Aldgate

St Botolph without Aldgate sits as a bridge parish between the City, and the East End of London. It has a legacy of action at the fringes of society and is a strong voice for the marginalised. It has a strongly inclusive ethos where all are welcome to experience the love of God regardless of gender, sexuality, ethnicity, disability or economic background. The community of St Botolph's is multi-layered and includes a diverse Sunday congregation of all ages, and links with the City community, both business and civic.

St Botolph's is just opening the Aldgate Centre, a new build adjoining the church which and is seeking a caretaker for the church and the hall.

Job Description

Job Title: Caretaker

Principal Objective: To ensure the effective maintenance, preparation, and security of the St Botolph premises, fulfilling caretaker duties to support the needs of the church and new Aldgate Centre.

Hours of Work: 32 hours per week to include Monday and Friday and two other days, The caretaker may be expected to work occasional weekends to complete tasks associated with the job, but this will be by mutual agreement with the Rector and Churchwardens.

Areas of Responsibility

1 Premises Management:

- Opening and closing the premises, ensuring safety and security
- Conducting inspections of internal and external areas daily
- Litter picking in external areas
- Supporting volunteers with maintenance of hall terrace
- Watering plants

2 Event and Community Activity Support

- Setting up for events, including arranging chairs and equipment.
- Welcoming hall users when required, and attending to any need
- Moving sliding folding walls as required
- Cleaning after events as required.

3 Cleaning

- Cleaning the Church, Offices, Sacristy, Kitchen, Toilets, and Aldgate Centre (3 spaces available for hire and a community kitchen)
- External cleaning of glazing, including at high level
- Other cleaning as required
- Liaising with Administrator to order cleaning and kitchen and general supplies as necessary
- Onsite liaison with gutter maintenance company and other contractors

4 Maintenance and Safety

- Performing minor maintenance and repairs,
- Performing weekly fire alarm testing
- Reducing fire hazards and implementing fire safety best practices
- Ensuring regular H&S checks are undertaken by third parties
- Liaising with external contractors
- Managing waste disposal and coordinating the removal of large items
- Moving of furniture as required
- Maintaining records of routine inspections and minor repairs

5 Welcoming of the public and hirers of Church and the Aldgate Centre

- With the Parish Administrator, welcoming daily visitors
- Welcoming visitors on Fridays
- Ensuring security of site

6. Other Duties

- Dealing with daily communications regarding the maintenance of the buildings
- Taking messages for the Parish Administrator, Rector and Churchwardens if they are off-site
- Attend meetings as necessary following discussion with the Rector
- Occasional preparation and serving of refreshments
- Collaboration with the Parish Administrator and covering certain essential tasks during his/her absence.

This job description is intended as a guide to the main tasks involved with the post and is not an exhaustive list of duties and responsibilities. The post holder may be required to

undertake other duties appropriate to their role, which are not listed, at the discretion of their line manager.

This job description is subject to amendment and may be changed from time to time after consultation with the post holder.

Person Specification Requirements

E=Essential D=Desirable

Qualifications

Basic literacy and numeracy (E)

Experience

Experience in caretaking or similar roles (E)

Experience in handling maintenance and repairs (E)

Experience of dealing with the public (D)

Skills and knowledge

Competent in basic use of email and internet (E)

Ability to work independently (E)

Ability to manage Contractors (D)

Ability to work as member of a team (E)

Other requirements

Respectful to the beliefs and customs of an inclusive member of the Church of England (E)

Able to undertake moving and lifting of furniture (E)

Conscientious (E)

Hardworking, diligent, and attentive to detail (E)

Ability to communicate with hirers and visitors in a friendly and positive manner (E)

Good timekeeper (E)

Flexible in working arrangements (D)

Please return the completed application form to the Reverend Laura Jørgensen, St Botolph without Aldgate, Aldgate High Street, London, EC3N 1AB or by email to

rector@stbotolphs.org.uk. The deadline for applications is 17.00 on Wednesday 19 June.

All applications will be acknowledged. If called for an interview these will take place on Friday 28 June.