

**DIDSBURY BAPTIST CHURCH**  
School Lane, Didsbury, Manchester M20 6SX  
Tel. 0161 434 1451; [info@didsburybaptist.org.uk](mailto:info@didsburybaptist.org.uk)

### **Recruitment information**

Thank you for your interest in our current vacancies. Please find attached a copy of the job description and person specification.

There is no application form. Applications should be made by letter and a copy of your CV may also be attached if appropriate. Please ensure that the application includes full information about your previous, relevant, experience and details of **TWO** referees who may be contacted in connection with the application.

Additionally, please advise if there are any dates and / or times when you would not be available for interview in the week beginning 25<sup>th</sup> November 2019, if selected.

Please send applications by email to [info@didsburybaptist.org.uk](mailto:info@didsburybaptist.org.uk) with the subject line Job application

# DIDSBURY BAPTIST CHURCH

## Job Description

**Job Title:** Caretaker

**Job Purpose:** To provide a caretaking function for the church and building

**Line Manager:** Church Administrator

**Hours:** 3 hours per week

### Main Duties

1. To prepare buildings / rooms for events, services, etc.
  - a. Arrange rooms, ensure all is clean and usable, set out chairs, set up equipment, move furniture around the building, etc.
  - b. Set heating schedules, as required
  - c. Check and replenish kitchen / toilet supplies
2. To undertake routine maintenance tasks, as required
3. To put Council rubbish bins out for collection and return to church grounds afterwards
4. To be available to be on call, by prior arrangement
5. To test fire alarm weekly and maintain test register
6. To provide caretaking assistance for election polling, as required (usually once a year)
  - a. Receive polling equipment in advance of polling day
  - b. Prepare room for polling
  - c. Meet and liaise with polling staff by 6.30am
  - d. Conduct security checks of property
  - e. Ensure doors are unlocked at 7am
  - f. Return to building before 10pm
  - g. Ensure all doors locked at 10pm
  - h. Return sanctuary to normal use (dismantle polling equipment, tidy up, restore chairs, etc.)
  - i. Arrange for and accomplish polling equipment pick-up by council staff
7. Any other duties as may be agreed

## Person specification

### Essential

1. The post holder will work in a Christian environment, therefore it will be necessary for the post-holder to have respect for the Christian faith and its values and be in sympathy with the aims of the church.
2. Good interpersonal skills
3. Be reliable, well-motivated, proactive and able to work with minimal supervision
4. Be physically fit, able to climb stairs and do medium-to-heavy work, including lifting and moving of furniture
5. Some occasional flexibility in working hours so as to be available when attendance is required for specific events

The successful candidate will be required to undertake a successful DBS check

**Duration of contract:** One year (in the first instance)

**Holiday entitlement:** 12 hours per annum (i.e. 3 hours x 4 weeks), plus Bank Holidays pro rata

**Rate of pay:** £9.00 per hour

**Probationary period:** 3 months

**Notice period:** One month's notice on either side

Issued: November 2019