

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Cathedral Estate Caretaker</b>		
<b>Department:</b>	Cathedral Estate		
<b>Reports to (job title):</b>	Cathedral Dean		
<b>Accountable to:</b>	Cathedral Dean		
<b>Responsible for:</b>	Appropriate contractors when visiting the Estate		
<b>Key relationships:</b>	Colleagues across Cathedral Estate & Cathedral Centre, Resident clergy, Volunteers, Clergy & Visitors		
<b>Location:</b>	Cathedral Estate including the <ul style="list-style-type: none"> <li>• Cathedral</li> <li>• Cathedral Presbytery (Cathedral House)</li> </ul> All located on / around Chapel Street Salford	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	£24,983 - £30,710 per annum Salary Band B	<b>Position Type:</b>	Full Time Permanent
<b>Hours of Work:</b>	35 hours per week, Tues-Sat, with some flexible working as agreed in advance with the Cathedral Dean	<b>Holidays</b>	25 days annual leave plus 4 closure days at Christmas and 1 day Maundy Thursday, plus statutory bank holidays.
<b>Overview and job purpose:</b>			
<p>The post of Cathedral Estate Caretaker is to integrate and unify caretaking and maintenance support across buildings within the Cathedral Estate: Church and Cathedral Presbytery, known as Cathedral House.</p> <p>Working under the Cathedral Dean, the Caretaker will provide general caretaking support to the interior and exterior of the Cathedral Estate and grounds to ensure a safe, secure, and welcoming environment and that facilities are maintained to the highest standards.</p>			
<b>Job Description:</b>			
<b>Main Responsibilities</b>			
<b>Maintenance:</b> <ul style="list-style-type: none"> <li>• To ensure the upkeep and maintenance of the internal premises and external grounds of the Estate are performed efficiently and to a high standard.</li> </ul>			

- Undertake detailed routine cleaning of heating trenches to prevent build-up of dust and dirt, check-performance of systems and respond to any failures.
- Undertake detailed routine cleaning of plant rooms, boiler rooms, the undercroft and specialist pieces of equipment.
- Carry out routine checks in relation to heating, plumbing, ventilation, audio systems, lifts and automated bell systems across the Estate reporting and repairs or remedial works identified to the appropriate contractors.
- Monitor the performance of the Estate heating systems, boilers, hot and cold-water supplies, booster pumps, etc. and the interface with any electronic controls such as building management systems.
- Ensure lifts are operational and maintained across the Estate.
- Undertake minor emergency plumbing repairs such as repairing / replacing faulty taps, toilet flushes, unblocking sinks and drains, etc.
- Deal with other minor repairs where necessary as instructed by the Cathedral Dean and in line with skills / professional competencies. Replace bulbs as required.
- Carry out external works as and when required to include hard landscaping repairs, erecting signs, and notices.
- To be responsible for the garden and grounds maintenance across the Estate and Cathedral Campus to include mowing lawns, weeding, planting, and pruning.
- Conduct regular tidying/cleaning of external perimeter of all buildings, removing litter and waste, cleaning graffiti, ensuring rainwater goods are kept clean and free-flowing, jet-washing pavements to avoid build-up of moss, treatment of surfaces to prevent slips trips and falls, e.g., distribution of gritting salt.
- To programme in and lead the yearly programme of polishing and stripping of hard floor surfaces across the Estate using appropriate equipment.
- Maintain and carry out minor repairs to fixtures, fittings and furniture.

#### **Security:**

- Assist with the locking and unlocking of Estate premises, setting alarms where necessary, and ensuring security is adequate across the Estate.
- Ensure that the external security and perimeter systems are operating correctly.
- Ensure the Estate is kept secure by making routine checks of the perimeters and access points to each building.
- As and when required act as a security and marshalling presence for the Estate, providing support to colleagues and visitors where required, in particular for larger Cathedral events.
- On a rota basis, respond to emergency call outs outside normal working hours.

#### **Contractors:**

- Ensure that contractors have access to specified areas, their work is tidy and conducted in accordance with safety procedures.
- Assist in liaising with specialist service contractors in line with required service level agreements.
- Assist in liaising with contractors including engagement with Building Management Software and other key suppliers.
- Removal including organising appropriate contractors to dispose of specialist waste, liaise with contractors for pest-control, etc.

**Compliance and Health & Safety:**

- Assist in the management of safety compliance within the Cathedral Estate in accordance with Diocesan policies and procedures reporting back on issues identified to the Cathedral Dean.
- Comply with all relevant statutory Health and Safety Policies and Procedures, including COSHH and act as a Fire Warden or First Aid Appointed Person in the event of an emergency.
- Carry out weekly fire safety checks and alarm tests across the Estate whilst recording results and reporting any issues highlighted.
- Check equipment / machinery used and ensure health and safety guidelines are adhered to. Operate relevant machinery and equipment safely.

**General:**

- Monitor and order stock levels of items needed to repair and maintain (e.g., bulbs, paint, etc.)
- Carry out portering duties, including portering deliveries / stock, recycling paper and confidential waste, moving furniture, disposing of waste.
- Ensure recycling facilities are in place across the estate for service users and ensure all waste areas and bin stores are routinely cleaned and maintained.
- Prepare meeting rooms, and event spaces as per the various booking diaries.
- Provide support to the Cathedral with the audio system for events working in collaboration with the Sacristan.
- Carry out spot cleaning as and when required and provide additional resources to the Housekeeping team to cover for absences or gaps in areas such as emergency cleaning.
- Undertake general minor redecoration works including painting and varnishing as and when required.
- Undertake weekly and monthly inspections of each building across the estate, recording and updating findings accordingly and making arrangements to repair and resolve any faults identified.
- Carry out routine administrative tasks resulting from weekly and monthly inspections e.g., logging maintenance checks, fire alarm tests.
- Provide support to staff as requested and in accordance with own training / skill parameters.
- Maintain tidy and organised workspaces and storage areas.
- The post-holder will work flexibly and undertake other appropriate duties commensurate with the role which may be reasonably determined by their manager.

**PERSON SPECIFICATION**

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<b>Qualifications and training:</b>	<ul style="list-style-type: none"> <li>• Willing to undertake relevant training, e.g., COSHH, Health &amp; Safety at Work.</li> <li>• Openness to further training associated with the post.</li> <li>• Basic Maths, English, and ICT Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Basic health and safety certificate.</li> <li>• Level 2 qualification in a relevant discipline (caretaking/cleaning) or the ability to undertake this.</li> </ul>

	<ul style="list-style-type: none"> <li>• Minimum NVQ Level 2 or similar in a discipline relating to the role e.g., Plumbing, Painting, Plastering, Bricklaying, Joinery, or electrics.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold or working towards a recognised premises or health and safety qualification e.g., IOSH or another recognised certificate.</li> <li>• PAT testing qualification</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of caretaking buildings to a required standard.</li> <li>• Experience of using alarm systems/security.</li> <li>• Experience of cleaning building interiors.</li> <li>• Experience of carrying out general cleaning.</li> <li>• Experience of carrying out minor repairs &amp; maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of caretaking in a similar environment.</li> <li>• Experience specific to a church environment.</li> <li>• Experience of floor maintenance activities e.g., polishing, burnishing, and stripping.</li> <li>• Experience and knowledge of buildings and associated trades.</li> </ul>
<b>Knowledge, skills, and abilities:</b>	<ul style="list-style-type: none"> <li>• Competency in basic building repairs and maintenance</li> <li>• Able to undertake basic maintenance and improvement tasks e.g., small DIY or repairs.</li> <li>• Able to deal with emergencies and problems in a positive and systematic manner.</li> <li>• Good understanding and knowledge of cleaning/caretaking operations.</li> <li>• Good interpersonal and communication skills.</li> <li>• Ability to work sensitively with different groups.</li> <li>• Ability to develop effective working relationships with other professionals and contractors.</li> <li>• Ability to carry out basic repair/maintenance skills.</li> <li>• Ability to use/operate a range of equipment relevant to the post.</li> <li>• Ability to complete routine paperwork and keep accurate records.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of health and safety at work regulations e.g., moving and handling, use of ladders.</li> <li>• Understanding of COSHH</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to use initiative to respond to routine problems.</li> <li>• Ability to recognise the importance of ensuring a secure and safe environment.</li> <li>• Ability to take direction to complete a range of maintenance/cleaning tasks.</li> <li>• Demonstrate planning and organisational skills with regards to prioritising own workloads and those of others.</li> <li>• Ability to carry equipment and deliveries.</li> <li>• Ability to use ladders and cleaning equipment.</li> <li>• Good IT skills (MS Office, etc.)</li> </ul>	
<b>Personal qualities:</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• High expectations of themselves and the ability to set and maintain professional standards for others.</li> <li>• Reliable with the ability to work as both part of a team and independently.</li> <li>• High levels of drive and integrity.</li> <li>• Willing to take a flexible approach to work and working hours.</li> <li>• Strong team player</li> <li>• Ability to work unsociable hours as and when required.</li> <li>• Committed to promoting high standards of services across the campus.</li> <li>• Reliable, self-motivated and with a proactive work ethic.</li> </ul>	
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.</li> <li>• All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.</li> </ul>	

	<ul style="list-style-type: none"> <li>• An understanding that the Diocese of Salford is a faith-based religious organisation and the ability to work with sympathy towards and respect for the values and ideals of the Church.</li> <li>• Willing to undergo further training and development as required.</li> <li>• Able to represent the high standards expected of all staff with a clean and smart appearance.</li> <li>• Physically able to carry out the duties required for the role.</li> </ul>	
<p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.</p>		
<p><b>Other Information:</b></p> <p><b><u>References and Reports</u></b></p> <ul style="list-style-type: none"> <li>• <i>Two professional references will be required prior to commencement of employment.</i></li> <li>• <i>An Enhanced Disclosure and Barring Service check will be undertaken for the post-holder of this role and within this the Adult Barred List will be checked.</i></li> </ul> <p><b>Health and Safety:</b> <i>All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.</i></p> <p><b>Confidentiality:</b> <i>During their employment, the post-holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.</i></p> <p><b>Data Protection:</b> <i>Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.</i></p> <p><b>Safeguarding:</b> <i>The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.</i></p> <p><i>In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.</i></p>		

**Environment:** The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.

**Probationary period:** This position is subject to completion of an initial probationary period of six months upon commencement of employment.

**Driving:** A driving licence and access to a vehicle will be desirable along with the ability to travel to various parts of the Diocese.

All Diocesan employees are expected to always work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Head of Projects & Operations / HR	Date:	October 2023
Reviewed By:	Cathedral Dean/COO	Date:	October 2023

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first month of employment.

Print Name:		Date:	
Signature:		Department:	