

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Maintenance Operative</b>		
<b>Department:</b>	Parish Maintenance Team		
<b>Reports to (job title):</b>	Parish Property Maintenance Manager		
<b>Accountable to:</b>	COO, Parish Clergy		
<b>Responsible for:</b>	N/A		
<b>Key Relationships:</b>	Parish Clergy, Property Team, Head of Projects and Operations, Head of Health and Safety		
<b>Location:</b>	Around the Diocese of Salford	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	£21,840 - £24,343	<b>Position Type:</b>	Full-time, Permanent
<b>Hours of Work:</b>	35 hours per week - Monday to Friday Flexible working will be required.	<b>Holidays</b>	25 days per annum plus statutory bank holidays. There are also 5 additional closure days (4 days between Christmas and New Year and 1 day Maundy Thursday). All subject to pro-rata.
<b>Job Purpose:</b>			
To provide maintenance and compliance support to the parishes across the Diocese of Salford. Applying existing skills and general building knowledge to the operation of maintenance and repairs to parish and diocesan buildings whilst working alongside other members of the parish property maintenance team.			
<b>Job Description</b>			
<b><u>Main areas of responsibilities:</u></b>			
<ul style="list-style-type: none"> <li>• To facilitate external maintenance insurance compliant requirements comprising of cleaning Diocesan parish building gutters, rainwater systems, inspection and unblocking of drains.</li> <li>• General maintenance of paths and walkways using jet washing machinery and inspection for any potential trip hazards or cause of concern for health and safety requirements.</li> <li>• Repair of fence panels and removal of any potential hazards that are in the grounds of the parish facilities (low level hanging branches or overgrown foliage).</li> <li>• Reporting of the general condition of the parish buildings with photographs that then can be updated onto the diocese data base and to communicate with the parish priest or administrator of any potential maintenance issues they have identified that require following up via the Maintenance team lead.</li> </ul>			

- To work closely with other members of the maintenance team to facilitate the completion of tasks where required and complete all works in accordance with health and safety compliance.

#### PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications:</b>	- 5 GCSE's including English and Mathematics or equivalent	
<b>Experience:</b>	- Relevant experience within a similar role.	- Experience of working within a similar type of diverse organisation.
<b>Knowledge, skills and abilities:</b>	- Able to work in a small team, including staff and volunteers. - Able to handle challenging people and situations with sensitivity and in accordance with the values of the Catholic Church and have a willingness, mindfulness to work within a faith community	- Knowledge of safeguarding policies and practices.
<b>Qualities and attributes:</b>	- Have a warm and welcoming manner with a friendly, professional manner - Be able to work with initiative and independence, but also be aware of accountability to others. - Trustworthy with the ability to work with complete discretion and confidentiality.	
<b>Other requirements:</b>	- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.	

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 Parish Priest.

#### ***Other information:***

#### ***References and Reports***

- Two professional references will be required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children and vulnerable adults.

**Health and Safety:** 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.

**Confidentiality:** 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.

**Data Protection:** 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.

**Safeguarding:** 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.

**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.

**Driving:** A driving licence and access to a vehicle along with the ability to travel regularly to various parts of the Diocese is essential.

*All Diocesan employees are expected to work with the highest standards of conduct at all times. 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:		Date:	June 2024
Reviewed By:		Date:	June 2024

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 which can be accessed via: <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 two months of employment.

Print Name:		Date:	
Signature:		Parish:	

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