

Job Description

Title: Caretaker/Maintenance person	Responsible to: Head Caretaker
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Salary Band: Dependent on experience of applicant

New Community / Central Hall, is a thriving church, conferencing and events venue in the centre of the city, supporting a multitude of events throughout the year. These range from orchestral productions and choral performances, to more modern music and corporate events. Central Hall is a hive of activity throughout the week, with an on-site cafe, and we also host a new primary school for children aged 4-11 Hope Community School.

Role: To be responsible for the closing of Central Hall and Hope Community School. To undertake maintenance/caretaking activities to ensure that Central Hall and the school is maintained to an excellent standard throughout the week. Weekend and bank holiday overtime available. This role will follow safer recruitment processes.

Hours: 4 hours per day Monday to Friday 2.30pm to 6.30pm (Hours to be agreed at interview).

Responsibilities:

- Undertake maintenance repairs to the building and school equipment where necessary
- General maintenance/DIY tasks
- Proactively identify and report or fix potential problems as appropriate
- Room set-ups and pack downs
- Checking stocks/supplies
- To work with the Cleaning team and provide services and support where needed.
- Regularly inspect the building, grounds and plumbing and report defects
- Ensure that Hope Community School and Central Hall in general is a clean, tidy and safe place to use
- Occasional locking of main building, gates and internal rooms/zones
- Being a keyholder

Ethos and values

Although this position does not require the post holder to hold Christian beliefs, we would hope that the person carrying out these duties would be sympathetic to the values of the church.

Person Specification

	Essential	Desirable
Experience		
1. Has strong DIY/maintenance experience in a professional role	✓	
2. Experience of working on own, with minimum supervision	✓	
3. Has set up rooms for business events or community projects		✓
4. Able to encourage/supervise others on team		✓
Skills and Abilities		
5. Able to carry out low level maintenance and a variety of DIY tasks	✓	
6. Able to follow work plans and schedules	✓	
7. Knowledge of cleaning materials & COSHH		✓
8. Knowledge of health and safety procedures	✓	
9. Able to set up basic PA equipment		✓
10. Able to prioritise work and meet deadlines	✓	
Other		
11. Have good inter-personal qualities to be able interact with members of the public politely face-to-face and on the telephone	✓	
12. Honesty and reliability	✓	
13. Strong attention to detail	✓	
14. Personal fitness and health is of a standard to lift equipment, climb stairs, complete physical tasks for required hours	✓	
15. Is comfortable with the ethos and values of New Community	✓	
16. Knowledge of Safeguarding		✓