



THE CHURCH OF ST JAMES THE GREATER LEICESTER

JOB DESCRIPTION

Job title	Building Services Coordinator
Accountable to	Vicar and Churchwardens
Salary Range	£18-£22,000 per annum Depending on previous experience
Hours of work	38 hours per week (Monday – Saturday) Flexible according to required duties & bookings
Location	The Church/Halls of St James the Greater Leicester

PRINCIPAL DUTIES

Security - The daily opening and locking of church & hall premises including late nights after bookings.

Attendances at all hire events in the church & halls, duties will incur re-arranging furniture & assembling/dismantling staging, as necessary.

Cleaning of all areas as required – schedule will be provided.

Preparation when necessary for Weddings and Funerals.

Checking visually fabric and reporting to the Churchwardens/Fabric Chairperson any defects or concerns.

Requesting of adequate supplies of cleaning materials.

The daily removal of all litter, leaves, weeds on the church front paved forecourt & all grounds around the church, halls, car park & entrances.

Employing basic DIY skills - carrying out minor repairs.

Coordinating with Vicar, Churchwardens, Fabric Chairperson, Contractors, Administrator as required.

Ensuring as far as is reasonably possible, that the PCC policies are adhered to, including the safeguarding of children and adults, health and safety and fire regulation, and procedures including evacuation, maintenance of exit and disability access. To act as the 'Responsible Person' for all defined activities when a Churchwarden is not present.

Such other duties as the management may from time to time reasonably require.

PERSON SPECIFICATION

Essential

- Practical abilities and physically able to set up for services, concerts etc.
- Flexible and willing to work unsociable hours.
- Able to cooperate with a team of staff and volunteers.
- Basic DIY skills - carrying out minor repairs & maintenance.
- Ability to communicate well.

Desirable

- Experience of cleaning and/or caretaking in a commercial setting.
- First Aid Certificate - training course available.

Please note this job is subject to an enhanced disclosure check.
St James the Greater is an equal opportunities employer.

APPLICATION Closing date 25 June 2018

Please send your CV and a covering letter explaining why you consider yourself suitable for this role to:

Building Services Coordinator -APPLICATION
Church Office
St James Terrace
Leicester LE2 1NA

For further information please email office@stjamesthegreater.org.uk or call 0116 254 2111

Flat above the church hall is currently available to rent if required.