

Person Specification – Church Caretaker

Employer: Combe Down PCC, Bath

Sites Covered: Holy Trinity Church, St Andrew's Church, St Andrew's Community Centre, The Church Rooms, Trinity Cottage

Purpose of the Role

To ensure that all Combe Down PCC buildings and grounds are clean, safe, secure, and well-maintained, providing a welcoming environment for worship, community activities, and events.

Essential Criteria

Experience and Knowledge

- Experience in caretaking, facilities management, or general building maintenance.
- Practical knowledge of basic repair, cleaning, and maintenance techniques.
- Awareness of health and safety regulations, including COSHH and fire safety requirements.
- Understanding of security procedures and the responsibilities of a keyholder.

Skills and Abilities

- Good practical skills in maintenance (e.g. minor plumbing, painting, DIY repairs).
- Ability to prioritise tasks and manage workload across multiple sites.
- Basic IT skills for record-keeping and communication (email, spreadsheets).
- Strong organisational skills with attention to detail.
- Good communication skills and the ability to work well with clergy, staff, volunteers, and community users.
- Ability to work independently and take initiative.
- Physically able to carry out manual handling and occasional work at height.
- Reliable, punctual, and conscientious approach to duties.

Personal Qualities

- Trustworthy and able to maintain confidentiality.
- Friendly, approachable, and professional manner.
- Flexible and adaptable to meet the needs of the church's worship and community life.
- Committed to maintaining high standards of cleanliness and presentation.
- Supportive of the Christian ethos and mission of Combe Down PCC.

Other Requirements

- Willingness to work (very) occasional evenings and weekends as required.
- Full UK driving licence and ability to travel between sites.

- Right to work in the UK.

Desirable Criteria

Experience and Knowledge

- Previous experience in a caretaking role.
- Experience supervising contractors or managing maintenance schedules.
- Familiarity with statutory compliance checks (e.g. PAT testing, boiler servicing, fire safety logs).

Skills and Qualifications

- First Aid qualification (or willingness to undertake training).
- Health and Safety or maintenance-related training or certification.

Notes

- Training and equipment will be provided as necessary.
- The role may involve handling confidential information; adherence to PCC safeguarding and data protection policies is required.
- The successful applicant will be subject to a DBS check in line with church policy.