

Job Description: Caretaker

PCC of Bishop's Hatfield, St Michael and All Angels (*registered charity 1212167*)

Location: St Michael's Church, Bishop's Hatfield, AL9 5AN

Hours: 7 hours per week

Pay: £13 per hour

Responsible to: Vicar

Purpose of the Role

The Caretaker will support the mission and ministry of St Michael's Church by ensuring the church hall and premises are safe, secure, clean and well-maintained. This is a varied role involving security, basic maintenance, cleaning, and support for church events and bookings. It plays an important part in helping the church serve both its congregation and the wider community.

Key Responsibilities

Maintenance

- Conducting basic maintenance and DIY tasks (e.g. replacing light bulbs, minor repairs).
- Carrying out routine checks (e.g. flushing little-used toilets, checking emergency exits).
- Reporting larger maintenance needs or safety concerns to a Churchwarden.

Cleaning and Presentation

- Routine cleaning of the hall, committee room, kitchen, toilets, and entrance areas.
- Ensuring the premises are tidy, welcoming, and presentable for all users.
- Emptying bins and restocking supplies (e.g. toilet paper, soap).

Security and Access

- Opening and locking the building as required (may include early mornings, evenings or weekends by arrangement).
- Ensuring the building is secure when not in use.
- Reporting any damage or concerns about security to a Churchwarden.

Support for Church Activities

- Assisting with room setup or furniture movement for church events and other bookings.
- Liaising with hall users as needed in a courteous and welcoming manner.
- Working with the Hall Booking Secretary, Vicar and other staff to support the smooth running of church and private hire activities.

Person Specification

Essential:

- Basic maintenance and cleaning skills.
- Ability to carry out cleaning tasks independently, maintaining a high standard of cleanliness and presentation.
- Practical, hands-on approach to solving minor maintenance issues.
- Reliable, responsible, and able to work unsupervised.
- Good time management and communication.
- Willing to work flexibly, including occasional evenings or weekends.

- Respectful of the Christian ethos of the church.

Desirable:

- Previous experience in a similar caretaker or facilities-related role.
- Understanding of basic health and safety procedures (e.g. risk awareness, safe manual handling).
- Confidence in carrying out simple DIY tasks (e.g. unblocking drains).
- Experience working in a public or community building setting.

Other Information

- The successful applicant will be required to undergo a DBS check and safeguarding training in line with Church of England policies.
- This role requires lone working and physical tasks (lifting, bending, etc.).
- Equipment and materials will be provided by the church.
- The role offers flexibility in how the 7 hours per week are worked. While some hours will be fixed (e.g. to open or close the hall for private bookings), the rest can be scheduled flexibly across the week in agreement with the Operations Manager/Vicar.
- There may be occasional opportunities for additional hours by mutual agreement.
- Please note that the duties and responsibilities may be subject to reasonable change from time to time, in consultation with the postholder, to meet the evolving needs of the church.

How to apply:

The closing date for this role is **31st August**. We reserve the right to close the application process early if a sufficient number of applications are received, so early application is recommended.

To apply, please submit a completed application form to Sam Biggs (Operations Manager) sam@stmichael-hatfield.org. If you have any questions regarding the role, please reach out to Sam for an informal discussion.