



# Diocese of Westminster

<b>Job Title</b>	Westminster Hall - Caretaker
<b>Department / Parish / Agency</b>	Westminster Cathedral
<b>Reporting to</b>	Cathedral Manager
<b>Cost Centre</b>	MAI
<b>Location / Address</b>	Westminster Cathedral, c/o Clergy House, 42 Francis Street, London, SW1P 1QJ
<b>Contract type</b>	Permanent
<b>Hours</b>	35 hours per week (Mon-Fri, 08:00 – 16:00).  (There will be an occasional need to work weekends, and there will often be a need to work evenings to accommodate events, of which TOIL will be given for both.)
<b>Salary</b>	£37,500 per annum
<b>Flexibility</b>	As flexibility in the hours of the role is a key requisite, then living in the vicinity would be advantageous
<b>Job reference number</b>	662-MAI

## Job Purpose:

### 1. Caretaker:

- To manage, maintain and set up the Cathedral Hall and the Hinsley Room for events and hires. To check users, comply with the conditions of hire and leave the facilities as found.
- To carry out basic maintenance in the Cathedral Hall and the Hinsley Room such as painting and decorating
- To support ad hoc requests as required from the Cathedral Manager relating to the Cathedral

### 1. Principal duties and responsibilities Caretaker (Hall and Hinsley room)

Task	Description of duties
General	<ul style="list-style-type: none"> <li>• Identify any issues that need attention from the maintenance team and notify them</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• Ensure that the hall, kitchen and lavatories are clean and tidy before all hirings commence</li> <li>• Prepare cleaning schedule for contractors 4 weeks in advance;</li> </ul>
Audio/visual	<ul style="list-style-type: none"> <li>• Ensure all equipment is in working order and reorder replacements.</li> <li>• Arrange all equipment prior to event</li> <li>• Train potential users in use of equipment</li> </ul>
Event Management	<ul style="list-style-type: none"> <li>• <b>Regular events:</b> Set up and clear up after our regular customers as indicated below</li> <li>• <b>New Customer:</b> Set up and clean up as indicated below</li> </ul>

	<p><b><u>Pre-event</u></b></p> <ul style="list-style-type: none"> <li>• Liaise with the customer well in advance of the event and notify Cathedral Manager of any issues or queries</li> </ul> <p><b><u>Day of the event</u></b></p> <ul style="list-style-type: none"> <li>• Meet with customers and set up the Hall as requested</li> </ul> <p><b><u>End of event</u></b></p> <ul style="list-style-type: none"> <li>• Return the Hall to normal</li> </ul>
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## 2. Principal duties and responsibilities Caretaker (Cathedral)

Assist with routine tasks in the Cathedral

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### **Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

#### **Competence**

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

#### **Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

#### **Honesty**

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

#### **Perseverance**

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

#### **Love**

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

**Person specification:**

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
Ability to work within a small close-knit team in support of the Cathedral Manager	E
Ability to work alone using initiative	E
Ability to work with complete discretion and confidentiality	E
Calm and measured approach to work	E
Knowledge of health & safety legislation and application	E
Ability to project a friendly, professional manner befitting an ambassador of the Cathedral brand	E
Ability to get to the Hall quickly within a reasonable commute	E
<b>Experience</b>	
2 years' experience as a caretaker or similar role	E
Experience in buildings maintenance either in events venues, visitor attractions or similar facilities	E
An understanding of the social and moral teaching of the Catholic Church	D