



Diocese of Westminster

Job Profile	Caretaker and Maintenance Operative
Department / Parish / Agency	WYM SPEC
Reporting to	SPEC Retreat Centre Manager
Cost Centre	345
Location / Address	SPEC retreat Centre, 125 Waxwell Lane, Pinner, HA5 3ER
Management of	n/a
Contract type	Permanent
Hours	35 hrs/week flexible working hours including some weekends
Salary	£33,000 + 5% Employer's Pension Contribution
Job Reference	673-345

Job Purpose:

To offer a clean and safe environment for the staff, volunteers and guests at SPEC Retreat Centre that meet all the necessary regulatory and legal requirements to the highest standards.

Principle duties and responsibilities

- To undertake routine maintenance and to facilitate the work of visiting contractors.
- To notify the Centre Manager of malfunctions in equipment or any building defects needing attention
- To manage maintenance and health & safety contracts.
- To work in a safe manner at all times, carry out and record risk assessments of maintenance and caretaking work as necessary, maintain COSHH records, identify the need for any personal safety equipment and use and maintain this as necessary.
- To liaise with the Centre Manager to coordinate and set up meeting rooms making sure that all equipment and furniture is fit for purpose.
- To assist with grounds maintenance when necessary and carry out such other duties appropriate to the role.

General

- To take personal responsibility for any specific designated duties assigned by the Centre Manager, ensuring they are executed at all times in accordance with policies and procedures.
- To carry out any other duties as may reasonably be expected of the post holder commensurate with the scope, spirit and nature of the job.
- To attend the Centre outside of their normal working hours, including evenings and weekends, where such additional working hours as are necessary for the proper performance of the duties. No further remuneration will be received in respect of such additional hours

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.

Skills/competence requirements	Essential/ Desirable
Ability to work within a small team and under the supervision of the Centre Manager	E
Ability to work alone and use initiative as required	E
Excellent organisational skills, able to prioritise and meet deadlines	E
Knowledge of health & safety legislation and application. Willingness to undertake further Health and Safety training.	
Flexibility in working hours to meet demand. Ability to get to the Centre quickly within a reasonable commute	E
Strong communication skills	E
Ability to project a friendly, professional manner befitting an ambassador of the Youth Ministry brand	E
Attention to detail	E
Computer literacy	D
Use of own car	D
Experience	
Previous experience as a caretaker or similar role	
Experience in buildings maintenance either in events venues, visitor attractions or similar facilities	E
Experience and certified training on using power tools	E
Experience and qualifications in plumbing or electrical work	D
Sympathy with the social and moral teaching of the Catholic Church	D