



Job Profile	Maintenance Assistant
Department / Parish / Agency	Allen Hall
Reporting to	Maintenance Supervisor
Cost Centre	FAC
Location / Address	Allen Hall Seminary
Management of	n/a
Contract type	Permanent
Hours	8:30am-4:30pm Monday-Friday 35 hours per week (limited evening and weekend work may be required)
Salary	£14.80 per hour
Job Reference	830-FAC

Job Purpose:

To work alongside the maintenance supervisor in providing general maintenance work, gardening and facilitating the work of contractors at Allen Hall

Principle duties and responsibilities

1. To carry out non-specialised repairs to fixtures and fittings at Allen Hall
2. To carry out low maintenance painting and decorating
3. To help maintain accurate COSHH records (training will be provided)
4. To assist in the stock control of maintenance supplies
5. To check water safety and fire safety equipment
6. Moving chairs, tables and furniture as required
7. Cleaning of accessible flat roofs, gutters and rainwater dispersal systems, windows, stair cases, corridors
8. Emptying rubbish bins
9. Supporting the domestic staff with delivering the laundry
10. Clear up and clean the external areas and car parks
11. To assist with garden maintenance eg - hedge cutting, lawn mowing, pruning, planting of new plants, sweeping of leaves
12. To check the lighting and replace bulbs as necessary
13. To check and fill the water softener system with salt
14. In the absence of the maintenance supervisor to facilitate the work of external contractors when on site, from time to time this may involve working outside of prescribed hours
15. Undertake other ad hoc duties as required

Our Values

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. 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 and Love.**

Competence

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

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

Competencies	Essential/ Desirable
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	
Relevant experience in a similar role	E
Experience or willingness to working in accordance with current Health and Safety legislation including hot works, working at height and confined spaces together with risks and method statements and ladder working	D
Experience working within a faith-based, non-profit, or charitable organisation	E
Technical Skills	
Basic plumbing and electrical skills/qualifications would be a distinct advantage	D
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
Physically fit with a positive can-do attitude	E
A desire and commitment to work for the Catholic Church	D

N.B Allen Hall is a Roman Catholic Seminary where residential students train for the priesthood.

The successful candidate will demonstrate behaviour that aligns with the values of this environment and show respect for its Catholic ethos.