



Diocese of Westminster

Job Profile	Site Manager
Department / Parish / Agency	Spanish Place
Reporting to	Parish Priest
Cost Centre	SPANP
Location / Address	22 George Street, W1U 3QY
Management of	n/a
Contract type	Permanent
Hours	14 hours per week (Monday and Friday, 09:00 – 17:00)
Salary	£18 per hour
Job reference number	855-SPANP

Job Purpose:

To undertake the general maintenance of the parish house, hall and church lavatories, as required.

Principal duties and responsibilities:

1. Monitoring the cleaning of the Church and its Social Centre, including toilet facilities, providing equipment and materials as necessary for which a budget is to be proposed by the Church's Finance Committee.
2. Advising on the provision of CCTV on all parts of the premises.
3. Monitoring the condition of the social centre after it has been used by third parties.
4. Promptly attending to any breakdown or defect of equipment and/or facilities in the Church or the Centre, for example the sound system, lighting and/or heating, working with approved contractors as necessary.
5. Keeping all entrances to the Church and Centre clean and free of litter and obstructions.
6. Taking responsibility for fire safety throughout the premises as well as general health and safety.
7. Reporting security risks to the Rector and, in any emergency, contacting emergency services directly.

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.

Skills/competence requirements	Essential/ Desirable
An ability to work within a small team comprised of volunteers and under the supervision of the parish priest	E
An ability to work alone and use initiative as required.	E
Excellent organisational skills, able to prioritise and meet deadlines.	E
Strong communication skills.	E
Flexibility in working hours to meet demand.	D
Willingness to undertake Health and Safety training.	E
Experience	
Previous caretaking experience, ideally in a similar role.	D
Qualifications	
Ability to relate well to a variety of people	E
Computer literate	D