



JOB DESCRIPTION

Job Title	Caretaker/Cleaner
Team	North region
Location	Seventeen Nineteen – Holy Trinity
Reports to	Centre Manager, Seventeen Nineteen – Holy Trinity
Salary	£9.50 per hour
Duration	Permanent
Normal Working Hours	12.5 hours net per week

The Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

Seventeen Nineteen – Holy Trinity is a Grade I* historic church that was regenerated by The Churches Conservation Trust in 2021 into a new use cultural and heritage events venue, with significant investment from the Heritage Lottery Fund.

Overall job purpose

This role will ensure Seventeen Nineteen is presented to a high standard of cleanliness. This role will undertake caretaking, cleaning and assist with reception duties.

Key relationships

Working to the line manager, the post holder will also have regular contact with North regional and national staff.

Key duties and responsibilities

- Act as key holder/duty officer with responsibilities for routine opening and closing of the building when required
- Ensure lighting and security is maintained

- Undertake minor running repairs (internal and external)
- Undertake front of house (reception) duties when required
- Report any defects to the Centre Manager
- Ensure services/utilities are working effectively
- Ensure all lights and heating are working effectively
- Undertake general cleaning duties including:
 - All public areas including servery, café and exterior
 - Regular cleaning of toilets
 - Cleaning of all public access spaces and office
 - Empty bins and collect litter
 - Completion of Daily Cleaning Checklist
 - Completion of Daily opening and closing checklist when required
- Act as the local ambassador for the CCT

N.B. This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Person Specification: Seventeen Nineteen Caretaker/Cleaner

Section 1. Essential Criteria

If you cannot provide evidence that you fully meet these criteria, your application will not be put forward for further shortlisting against the other criteria in sections 2.

	Essential Criteria	How this will be assessed
1	Experience of maintenance, caretaking and cleaning in a public building	A & I
2	Able to work on own initiative and prioritise work	A & I
3	Methodical approach to undertaking routine tasks	A & I
4	Friendly and helpful	A & I
5	Practical, hands on approach	A & I
6	Demonstrates attention to detail	A & I

Section 2. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Educated to GCSE level or equivalent experience	A
2	Experience of COSHH	A
3	A willingness and ability to work flexibly according to the needs of the CCT and the centre, including regular work outside core hours.	A & I
4	A strong focus on good customer service	A & I

Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency based questions around this criteria at interview.

T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We also expect our staff to share this commitment.**

Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

Employee benefits

- Membership of the Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- 20% staff discount on Champing at CCT sites

Applications

If you would like to apply for this role, please send your CV and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post to recruitment@thecct.org.uk. Please reference the job title in your email subject line.

The closing date for receipt of applications is **9am on Friday 27 May 2022.**

Interviews will be held on **Monday 06 June 2022** at **Seventeen Nineteen – Holy Trinity**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

Churches Conservation Trust is committed to a policy of equal opportunities.

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If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email recruitment@thecct.org.uk.