

Job Description - Caretaker

Scope: St John's Church and Church Centre.

Reports to: The Operations Manager

Part time: 10 core hours a week

Purpose

Ensure the smooth running of the Church and Church Centre environments.

Context

The church centre is used 7 days a week with rooms hired out to community activities and a busy coffee shop 6 mornings a week, with regular services, in the church including weddings and funerals, during the week and at weekends.

Key Responsibilities

- 1) Supporting the Clergy, Staff and Warden team, particularly the Operations Manager in the smooth running of the Church operation and activities.
- 2) Facilitating bookings and room hire supporting the Bookings Manager by preparing rooms so they are ready for those using them, opening up and locking up.
- 3) Ensuring the Church centre is clean and tidy with consumables topped up as the building is used during the week
- 4) Maintenance tasks and supplementary cleaning as required

The Parish of St John's Hartley Wintney

Fleet Road, Hartley Wintney, Hook, Hampshire. RG278ED | Registered Charity No: 1130172

T: 01252842215 | E: office@stjohnshw.org.uk | stjohnshw.org.uk

We are looking for someone who:

- Can take the initiative with small maintenance and repair activities
- Can take ownership of preparing rooms for hire and welcoming hirers
- Can take responsibility for locking up the building.
- Works well as part of a team
- Is fit and active as the role involves moving furniture and room dividers

Person Specification

- Is willing to work within and co-operate with our vision and values
- Has good people skills and is able to deal calmly and in a caring way with all members of the community
- Willing to pitch in and help, has a can do attitude

This is a part time role of 10 hours at a hourly rate of £12.21 per annum per week spread over:- Monday morning, Wednesday mid-day and Friday afternoon. These times may change as the pattern of bookings changes. There will also be a requirement to support bookings outside normal working hours.

It may be possible to increase this role by including building cleaning responsibilities of 6 hours per week.

This role will attract a pension contribution and pro rata holiday allowance.

The role requires DBS clearance and references are required

How to apply

To arrange an informal conversation with the Church Warden Justin Hooper email Justin.hooper@stjohnshw.org.uk. Please apply by sending a CV and letter of application to Lisa Walker on lisa.walker@stjohnshw.org.uk.

Closing date end 5th May 2025 , interviews w/c 12th May 2025

<https://stjohnshw.org.uk/vacancies>

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VISION & VALUES

As a church we long to see everyone know the fullness of God's love in Jesus through our welcome, worship, work, and witness. Based on Jesus' words in John 10:10 'I have come that they may have life and have it to the full'.

Grace-full

because we have received mercy, we . . .

Know Jesus as our friend and saviour
Love, forgive and seek to be reconciled to each other
Reach out to love and serve our community

Thank-full

for God's goodness, we . . .

Give of our first and best to God through our finances, time and gifts
Share our faith courageously and lovingly
Practise generous hospitality

Faith-full

to God in all of our lives, we . . .

Trust the Bible as the word of God and apply it to our lives
Seek God in prayer and to be filled by the Holy Spirit
Grow as disciples in loving and supportive small groups

Joy-full

in all circumstances, we . . .

Join together in wholehearted worship
Recognise God's presence in good times and in bad
Celebrate belonging together as a diverse multi-generational family

Hope-full

for the future, we . . .

Expectantly wait for signs, miracles and kingdom growth
Are certain that nothing separates us from God's love
Can be confident in the promise of eternal life

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