
St. Mark's Maintenance Person

Job Description

Job purpose

To be responsible for general maintenance of the church of St. Mark's Church.

Note - the St Marks campus incorporates the Church, Centre and T.A.N.G.O. Warehouse buildings. On site there is also a car park, graveyard, a Community Garden, dog walk and children's play area. The Church also owns one house on Park St. All of the above will be within the remit of the job.

Job requirements and benefits

Role title	Maintenance person
Location	St. Mark's Church campus
Timings	10 hours per week, flexible but by arrangement with the Line Manager, and after consulting the church diary to avoid external bookings
Contract	Permanent, with the provision of successfully completing a 6-month probationary period
Salary	Real Living Wage. Currently £12.60 per hour, £6,570 per annum, subject to normal PAYE and NI deductions. The Employer will be responsible for normal deductions for employer PAYE/NI contributions.
Holidays	24 days, plus bank holidays, plus two extra days for Christmas, pro-rata for the hours worked. The holiday allowance is 68 hours per annum.
Notice Period	You are required to provide St. Mark's with four weeks' notice if you intend to resign from your employment. You are entitled to receive four weeks' notice during the first five years of employment and after that one week's notice for each subsequent completed year of service, up to a maximum of 12 weeks' notice.
DBS	An enhanced DBS check may be required
Other Benefits	A pension scheme is available

Key Attributes

Essential

- Knowledge of basic Health and Safety Procedures and Hazards
- Basic DIY Skills
- Ability to organise and prioritise workload for self
- Ability to communicate with adults and public at all levels.
- Ability to undertake routine paperwork.
- Being physically capable of the duties listed in the Responsibilities section, which will include some lifting
- Carrying out duties safely and within Health and Safety regulations
- A keen eye for detail
- Ability to work effectively and supportively as a member of the church team
- Ability to work on your own initiative, dealing with any unexpected problems that may arise
- Ability to work in an organised and methodical manner
- To respect and support that St. Mark's is a Christian organisation
- A full UK drivers license

Desirable

- Relevant experience of all aspects of building maintenance
- A regular worshipping member of a Christian church

Responsibilities

- To report any damage or defects to the appropriate person including initiating the repair system and ensuring the contractors carrying out the repairs are advised of the location.
- To ensure that all maintenance equipment is kept in a clean condition and any defects are notified to the Wardens.
- To check the heating and other energy systems and ensure that they are operated in accordance with the manufacturer's instructions and that all defects are recorded and reported.
- To carry out any portering duties of whatever reasonable nature, bearing in mind the requirements of the manual handling regulations, including moving or assembling furniture or equipment.
- To clean and maintain gullies, traps, inspection chambers and waste pipes where appropriate.
- Routine maintenance of the buildings and grounds by undertaking repair work for example changing light bulbs, erecting shelves, painting, redecorating or minor plumbing.
- To respond, if necessary, in emergency situations during and after normal working hours in accordance with the wishes of the Warden(s).
- Strong verbal and written communication skills for giving instructions to contractors.

-
- A willingness to participate in training and development opportunities offered by St. Mark's.
 - To provide receipts and account for expenses incurred while executing the role.