

Caretaker

Job Description & Person Specification

STC Sheffield Profile:

STC Sheffield is a large vibrant charismatic, evangelical Anglican & Baptist (LEP) church in the city of Sheffield. Our vision as a church is to enable people to 'Meet Friends, Meet God and Live Life Better'.

At the heart of the church community are our Clusters – missional communities of 20-30 people each with a common missional vision, who reach out to a wide variety of ages and people groups. Some Clusters are focused on connecting with a specific people group e.g. students or young families. Whilst others are focused on a specific area of Sheffield. The majority of the church family are part of a Cluster group and we believe they are key foundation to the church growing in both discipleship and mission.

We gather at 3 different times on a Sunday each with a different feel but all focused on and committed to the worship of God and the teaching of his Word. As we advertise this role, we have had to adapt to the Covid-19 pandemic transferring much of our work online, including our Kids work. We're doing our church services on zoom and occasionally in person. We've given out kits to families to join in from home for certain occasions.

The staff team consists of 23 staff (full and part-time) all of whom are based at STC and meet regularly to pray, worship and work together. We also have an Internship Scheme which looks to recruit young leaders each year to work alongside experienced ministry leaders.

We have a rich history of being a church that seeks to bring the Kingdom of God to the city of Sheffield and beyond. In this season we are looking to partner further with others in the city to see the Kingdom of God break out in Sheffield.

For more information about STC Sheffield, please visit www.stcsheffield.org

Reports To: Estates Manager

Purpose: The purpose of the job is to ensure excellent site security and site maintained. To ensure that the site is ready to use and well maintained for all users

Description: The role of Caretaker is responsible for the site security of the campus, the set up of rooms and the general care and maintenance of the campus.

Objectives & Responsibilities:

1. Site Security
2. Room Set up
3. Site Maintenance
4. Wider Church Life at STC Sheffield

1. Site Security

- 1.1 Responsible for site security when on shift – including opening and locking the building.
- 1.2 Reporting any incidents that occur on the church site to Estates Manager or if needed the local Authorities
- 1.3 To be main point of contact for outside users for out of hours bookings. Ensuring a great welcome and helping with any of their needs.

2. Room Set Up

- 2.1 To set up rooms according to requirements set by user.
- 2.2 To feedback to the Estates Manager any issues with identified in the rooms.
- 2.3 To ensure all upcoming bookings are set up ready for use.
- 2.4 To work with other staff team on Sundays to ensure smooth running of the site.

3. Site Maintenance

- 3.1 Perform routine inspections around campus to ensure its cleanliness and hygiene
- 3.2 Notify Estates Manger of any repairs required
- 3.3 Perform additional duties as instructed by Estates Manager or Supervisor (inc decorating, upkeep, cleaning etc)

4. Wider Church life at STC Sheffield

- 4.1 To uphold the vision and values of STC Sheffield (these can be found at www.stcsheffield.org/jobs).

Person Specification

Skills and & Experience:

- Ability to undertake a range of manual activities – including cleaning, decorating, gardening
- Ability to maintain high standards of maintenance & cleanliness
- Ability to work in an organised and methodical manner
- Ability to work well in a team, but also alone; carry out verbal and written instruction.
- Ability to able to use own initiative
- Ability to work effectively and supportively as a member of the estates team
- Ability to take personal responsibility for standard of work carried out

General

- To be a good timekeeper
- To be trustworthy
- To be reliable

Terms & Conditions:

- Salary:** £8.95 per hour
- Hours:** average 16.5 hours per week
(2 evening shifts per week 3:30-10:30pm, plus 2 Sundays per month 8am-1pm/5-9pm) Occasional extra hours available.
- Location:** STC Sheffield
- Probation:** To be reviewed after 3 months.
- DBS:** A DBS check is not required for this role.
- Pension:** CEPB (Church Workers Pension Scheme)
- Annual Leave:** 5 working weeks (pro rata if part time) (75 hours in a full year)
Public/ Bank Holidays are in addition to this.
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Application Process:

For further information about the role:

E-mail: Becca.staniforth@stcsheffield.org

Tel: 0114 2671090

Or visit: www.stcsheffield.org/jobs

To apply e-mail your completed application form to becca.staniforth@stcsheffield.org
Please note that C.V.s and covering letters will not be considered. Please complete an application form.

Deadline for applications: 16th November 2021

Interview date: w/c 22nd November 2021

Offers are made subject to evidence of your eligibility to work in the UK, two satisfactory references.

If an offer is made and accepted, you will then receive a Contract and Staff Handbook, which will provide information on our policies and procedures.