

## **Job Description – Caretaker – Christ Church Reading**

**Job title:** Caretaker

**Hours:** 6 hours per week, to be worked flexibly, including some evenings and weekends.

**Annual leave:** 5.6 weeks pro rata.

**Fixed term:** 12-month appointment, with the possibility of extension. There will be a three month probationary period.

**Salary:** £9 - £15+ per hour, depending on skills and experience

**Place of work:** Christ Church, Christchurch Road, Reading, RG2 7AR. Some hours of work may be carried out remotely / from home.

### **About Christ Church**

Christ Church is a Christian community in the South of Reading, worshipping in a beautiful Victorian church building. Christ Church is part of the Church of England in Oxford Diocese and provides Christian worship in a traditional style, with a focus on sacrament and prayer, supported by choral music. The church is welcoming of all who wish to explore the Christian faith, regardless of background, ethnicity, gender, sexuality, class or any other characteristic.

During the covid pandemic, the church building was forced to close. As the pandemic recedes, we are keen to re-engage with the community and encourage people to come into Christ Church – both for worship and for wider community activities.

### **The Role of the Caretaker**

The Caretaker will play an important role in the day-to-day upkeep of Christ Church, particularly in relation to security and maintenance.

The Caretaker will support the church wardens and Vicar in ensuring that the church building is kept to a high standard of repair and order, and to facilitate the effective use of the building for both church activities and wider community use.

This will involve carrying out routine and basic maintenance tasks, liaising with contractors for more complex repair and improvement work to be carried out, supporting services and events at the church to take place and facilitating third party hire of the church building. The caretaker will be expected to work flexibly and may need to be available some evenings and weekends to support events taking place at the church. Exactly when hours should be worked will be agreed weekly in advance between the Caretaker, the church wardens, the Vicar and the church administrator.

The Caretaker will be responsible to the church wardens and the Vicar. The legal employer is the PCC (Parochial Church Council) of Christ Church.

### **Key Tasks and Responsibilities**

1. Carrying out or organising routine and ad hoc maintenance of the church building, driveway and gardens, as requested by the church wardens and Vicar.
2. Liaising with contractors for more substantial repairs and improvement work to be carried out. For example, approaching companies for quotes, providing access to the building and supervising contractors while they carry out work on site.
3. To help setup and take down for Church events and services.
4. To assist smooth running of third-party events / lettings, for example opening and closing the church.

### **Person Specification**

1. Ability to undertake routine DIY and maintenance activities.
2. Experience in hiring and supervising contractors.
3. Ability to work unsupervised and to a high standard, with good attention to detail.
4. Professional, friendly manner and ability to work collaboratively with others.
5. Ability to work well under own initiative and proactive in looking for improvements that can be made.
6. Driving licence / access to own transport would be an advantage. Mileage costs would be reimbursed.
7. The successful candidate would ideally live locally to the church in order to support resolution of ad hoc / short notice issues.
8. Any appointment is subject to a satisfactory DBS check and character references.
9. The job holder does not need to be a practicing Christian, but must be sympathetic to the vision and values of Christ Church.

There is no closing date. The post will be filled when a suitable candidate is found.

To apply please send a cv and covering letter/email outlining relevant experience to [christchurchreading06@gmail.com](mailto:christchurchreading06@gmail.com)