

## All Saints Church, Weston, Bath

Caretaker

Two year fixed term contract.

*Subject to funding review in March 2026.*

Job Information

## **SECTION A: PARISH PROFILE**

All Saints is a thriving Church of England church based in Weston on the outskirts of Bath. We have 3 services every Sunday, midweek services, special events and over 250 members. We are excited to be entering a new season of ministry following the extensive refurbishment of our main church building and looking forward to further growth with many more people becoming Christians and newcomers joining the church.

Weston is a community of around 10,000 people in the suburbs of Bath with a large hospital, two primary schools and a secondary school within the parish. All Saints is made up of people of all ages including lots of children, young people and younger adults but there is huge potential for growth in all areas and a commitment to see Jesus honoured in every generation.

The Church refurbishment project has taken 10 years to plan and a year to undertake, but we hope to restart services complete with new sound, lighting and visuals systems on 1<sup>st</sup> September 2024. In the meantime we have been enjoying meeting in the All Saints Centre, just a few yards down the hill from the main church building.

Our core values underpin our mission and guide our staff appointments – we believe that Church is family, rooted in God’s Word, empowered by His Spirit, making Disciples of Jesus through both words and actions.

**The Employer – PCC of All Saints Weston, Bath.**

### **THE PARISH OF ALL SAINTS WESTON WITH ST MARY’S LANGRIDGE AND ST MARTIN’S NORTH STOKE**

#### **INCUMBENT**

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#### **THE CHURCH**

All Saints Weston has been here since 1260’s and was substantially re-built by the early Victorians in the 1840’s.

#### **Electoral Roll:**

360 for 2024  
Church Members approximately 300

## **Current All Saints Ministry Staff:**

Rector  
Curate  
Youth Leader  
Childrens and Families leader  
2 lay readers  
Prayer Pastor  
Seniors Pastor

## **Facilities Staff Team**

Head of Operations  
Facilities Manager  
Finance and Operations Officer  
Events Assistant  
Caretaker (Centre, Hub, Chandler Close)  
Cleaner (Centre and Hub)

## **Buildings:**

All Saints Church are responsible for five buildings in Weston currently. All Saints Church, All Saints Centre, Weston Hub, The former Infants school and 19 Chandler Close (A residential property that is let).

All Saints Centre, refurbished in 2001, provides a place for many church and community groups as well as commercial and private lets such as wedding receptions.

All Saints Church dates from the medieval period but was substantially rebuilt by the early Victorians. The completion of phase 1 of the ROCK project now brings the church building firmly into the 21<sup>st</sup> Century with much improved facilities and more flexibility with regard to its use.

Weston Hub is the former council owned and run Children's and youth centre, known previously as Centre 69. All Saints took control of the building at the start of 2018 and have built it into a busy and vibrant all age community centre. All Saints Welcome Café and Food Club runs out of this building and we hope to build on these type of community support activities running from this building.

The former infants school needs major refurbishment work and its future use in the community is currently being debated by the PCC.

19 Chandler Close, is a modernish end of terrace house.

## **SECTION B: JOB SPECIFICATION**

### **Introduction**

All Saints Church has just undergone a major refurbishment project and the building is re-opening on 1st September 2024. We have a great opportunity to be able to appoint a Caretaker for the Church as part of our Facilities Staff team. We are seeking a confident, personable individual who has the commitment and attention to detail necessary to handle all the regular tasks with efficiency and thoroughness and also be great at interacting with all the users of our building and with all members of the team. They will be supported by the Head of Operations and the Facilities Manager, their day to day manager. The role includes cleaning, maintenance work, some grounds work and set up/clear up for events including the audio-visual requirements.

This is a fixed term, part time contract, with some flexitime, primarily working weekdays, but with some weekend work occasionally. (More details further on)

We take our responsibility for the safeguarding of children and adults seriously. Our recruitment processes reflect this commitment.

### **MAIN RESPONSIBILITIES/JOB SPECIFICATION**

#### ***People***

The Caretaker will be expected to carry out a number of his/her duties interacting with the whole Church staff team and customers as required. This comprises: the Rector, the Head of Operations (their overall line manager), the Facilities Manager, the Events Assistant, The Centre and Hub Caretaker and the Youth and Children's staff. Customers include Church, Community and Business users of our community buildings.

The Caretaker will work closely with the Facilities Manager on a day-to-day basis and will be expected to work on both routine tasks and reactive tasks prioritising as appropriate, with Health and Safety issues having top priority.

The Caretaker will quickly become a member of a harmonious and efficient team of people delivering the mission of the church to the wider community.

All employees are expected to maintain a high standard of personal and professional conduct in order to protect the integrity of the Church. We work in a Christian environment where kindness, curtesy and mutual respect are key. All staff are encouraged to keep the Head of Operations informed about personal circumstances, which may affect the performance of their duties and the reputation of the Church.

As there are children and vulnerable adults using our buildings it will be necessary for our Safeguarding Officer to carry out a DBS check on the successful applicant prior to starting work. There is a form to sign to this effect, which forms part of this pack.

Pastoral support is available to support the team for both Church and Centre through our Pastoral Care team.

## ***Buildings: All Saints Church***

The Church Caretaker will assist in ensuring that safety, maintenance and good care of our Church building, for all its users, is kept to the highest standard. This will also involve providing a welcoming atmosphere for all users with the highest customer service levels always maintained. A mature and friendly manner is required.

### **SECTION C: PERSON SPECIFICATION**

#### **Education and Qualifications**

A good level of literacy and numeracy

Desirable to have technical/craft qualifications

#### **Experience**

Good organisational and practical skills

Good general DIY skills

Some IT and Audio-Visual skills very desirable

Mechanical experience an advantage

Electrical experience an advantage

Painting and decorating experience an advantage

Plumbing skills an advantage

Previous experience in site maintenance an advantage

First Aid – (Training can be provided and certification kept up to date)

Knowledge of Health and Safety and COSHH legislation an advantage

#### **Abilities**

To be able to communicate clearly and work well with all members of the staff team

Be able to liaise with cleaning staff and maintain high standards

Fit enough to undertake all physical tasks relevant to the post

Reliable and methodical

Enthusiastic, determined, flexible and self-motivated

Willingness to undertake training as opportunities arise

### **SECTION D: JOB DESCRIPTION**

#### **Primary Duties**

##### **Cleanliness**

- Ensure the cleanliness and safety of the church building and grounds
- Sweep up inside and out and pick up litter as necessary to ensure tidiness is the highest standard possible
- Put out rubbish and recycling bags and bins and ensure that recycling is maximised.
- Polish the wooden floor on a twice monthly basis and vacuum carpets as necessary.  
Vacuum the edges of the wooden floors and entrances as necessary

- Clean the window sills and dado rails regularly
- Maintain all brass work at a good standard
- Kitchen Hygiene - Ensure cleanliness of the kitchen area and the servery trolley at all times
- Clean the glass in the doors regularly
- Top up supplies in all dispensers as necessary

### **Maintenance**

Maintain the Church building in good repair including the following tasks:

- Check the Maintenance update Board in the Centre Office on a daily basis
- Carry out weekly health and safety checks
- Change light bulbs as necessary
- Keep hinges, bolts and locks, door closers and mechanical items in good order repairing where possible or replacing if necessary
- Interior painting and decorating retouching as necessary in order to keep on top of damage and deterioration
- Check wi-fi is working and internet connected
- Testing the fire alarm and fire resets and ensure the fire extinguishers are present at all fire points
- Flag to Centre Management if contractors are required to fix equipment
- Working with the Centre Caretaker, control maintenance stock and tools and flag to Centre Management when ordering is required.

### **Grounds Maintenance**

- Ensure the grass at the memorial gardens is regularly mown and kept trim.
- Occasionally trim the grass banks closest to the church when the council mowing team have not been for a while.
- Spray paths with weedkiller and remove dead weeds, including keeping weeds out of the walls and keep all drains clear of debris.
- Try and compost vegetation if possible

### **Customer Service**

- Set up spaces and signs for various groups scheduled to use the church building including set up and putting away of chairs and tables and moving screens.
- Check areas are clean and fresh for groups when they come in
- Open up and close the church for some users, including some weekends and evening work with mutual agreement.
- Set up the audio-visual and IT requirements as required
- Assist customers with issues and/or advise on who might best help

- On occasions introduce new users to the church building and brief them on Health and Safety and hiring policy
- Assist the Centre Staff with Centre events from time to time as 'out of hours' overtime work  
The employee should do any other job reasonably requested by the line manager but not included in the job description.

## **SECTION E: TERMS AND CONDITIONS OF WORK**

Contract:	The contract of employment is a fixed term contract for 24 months, subject to review in April 2026 and could be extended or made permanent if funds allow. It will include a full probationary review after 3 months.
Hours of work:	18 hours per week. There is flexibility on how the hours are spread over the working week and some of the hours will be dependent on bookings. There will be some working requirements on Saturdays and Sundays occasionally.
Place of work:	All Saints Church and also All Saints Centre.
Salary:	£11.97 per hour. £11,203.92 based on 18 hours per week (Equivalent to £23,341.50 based on 37.5hr week)
Annual Leave:	25 days a year (pro rata) plus all bank holidays (8)
Pension:	The parameters of the ASW Auto-Enrolment Scheme are 5% gross employee contributions and 3% gross employer contributions, based upon "Qualifying Earnings". This is an 'opt out' scheme and more details will be provided to the successful applicant.

### **Support Structure**

On a day to day basis you will report to the Facilities Manager and the Head of Operations in their absence. The Centre staff will always assist in sharing the workload when the Church is at its busiest.

3 month review followed by a review after 12 months.

Other support is provided through the Facilities Management Group, our HR Officer, the Treasurer and PCC and our Safeguarding Officer.

## **SECTION F: THE APPLICATION TIMESCALES**

We will accept applications and look at them as they come in. Applications close on Wednesday 07 August 2024. We will call to interview those who we think would be suitable for the job and interviews will be carried out week commencing 12<sup>th</sup> August.

At the interview there will be the opportunity for a tour of our buildings and to meet other members of staff and ask questions.

Decisions will be made within one working day after the last candidate is called to interview and all interviewees will be informed of the outcome.

We are looking for the successful candidate to be able to start as soon as practically possible.