



Truro Cathedral

sacred space, common ground

Caretaker



Our Vision, Ambition and Values

Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

Values

Love & Unity

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the Cathedral.

Dignity & Respect

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

Accountability & Integrity

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

Creativity & Courage

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

Job Description

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| Job Title | Caretaker |
| Hours of Work | 2 x 21 hours per week positions available |
| Salary | £12,558 |
| Line manager | Facilities Lead |

Overview

This role supports the facilities lead to ensure the worshipping life of the cathedral runs smoothly and the buildings are clean and well cared for.


The nature of the role includes regular interaction with a diverse range of people and activities. It is essential that the post holder can deal with people at all levels in a friendly and helpful way. The post holder must have a flexible approach and the ability to problem solve and work collaboratively as part of a team.

Key Duties and Responsibilities

- Deal with enquiries or issues efficiently.
- Be an active and visible presence and regularly patrol the building.
- Act as key holder having responsibility for the security of the premises, unlocking, and locking up the morning and evening (This includes lone working).
- Take pride in the appearance, cleanliness and good order of the buildings, undertake regular cleaning duties and be proactive in responding to all matters of general maintenance.
- Undertake minor repairs and maintenance.
- Follow correct health & safety procedures, including statutory testing. Ensure the safety of visitors, team members, and cathedral assets.
- To be on call out of hours.
- Operate a range of cathedral systems.
- You will be trained in liturgical verging should the eventually arise where, at the Dean's request this is necessary.

General

1. Attend and participate in training courses as directed.
2. Always maintain confidentiality.
3. Take a positive and active part in the Cathedral's annual appraisal/review system.

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4. Adhere to Truro Cathedral's policies and procedures.
 5. Other duties as are necessary for the smooth running of the business.
 6. This job description will be subject to regular review and amended to meet the changing needs of the cathedral.

Person Specification

Caretaker

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|-------------------------------------|---|------------------------------------|
| Job Knowledge and Experience | Experience of working in a caretaking capacity or similar | Knowledge of the Church of England |
| | Personable and sociable with good communication skills and experience in providing excellent customer service | Experience working with volunteers |
| | Reliable and willing to work effectively within a team and on own initiative | |
| Job Skills and Competencies | A flexible approach with a willingness to take on a range of duties including practical 'hands-on' work | A 'trade' background |
| | Ability to problem solve | |
| | Ability to work with own initiative, whilst also being an effective team member | |
| | IT literate with a working knowledge of Microsoft Word, Excel and Outlook | |
| | The ability to perform tasks accurately with attention to detail | |
| Education and Qualifications | Educated to GCSE level or equivalent | Qualified First Aider |
| | Willing to undertake first aid and SIA training | |
| Personal Attributes | A willingness to uphold and work within Truro Cathedral's Values | |
| | High standard of integrity and reliability | |
| | Ability to keep calm and controlled under pressure | |
| | High level of fitness due to the physical aspects of the role | |
| | Flexible attitude to working hours. The role includes working weekends, Bank | |



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| | Holidays, and evenings to support the Cathedral's weekly opening times and programme of events. | |
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Terms & Conditions



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| Job Title | Caretaker |
| Contract | Permanent |
| Hours of Work | 21hrs as per weekly rota |
| Holiday | Pro rata |
| Line Manager | Facilities Lead |
| Place of Work | Truro Cathedral |
| Probation | This post will be subject to a six-month probationary period, during which time, either party may give one week's written notice |
| Pension | You will automatically be enrolled on the government's Nest pension scheme but can opt-out if you wish. After successful completion of the six-month probation period, staff are eligible to join the Church Workers Pension Scheme (contributory employer 6%, employee 3%) |
| Health & Safety | All staff are required to follow the policies and procedures set out in the employee handbook |
| Equal Opportunities | Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origin, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs, or cultural heritage. This applies to all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources |
| Safeguarding | <p>Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at www.trurocathedral.org.uk or in the company documents area of BreatheHR.</p> <p>This post is subject to a Disclosure & Barring Service (DBS) check (for the child workforce).</p> <p>Training: The postholder will be expected to attend appropriate safeguarding training up to and including the Leadership level. Additional training will include Domestic Abuse training, and other training as required will be arranged by the cathedral.</p> |