



# Truro Cathedral

sacred space, common ground

## Cathedral 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

<b>Job Title</b>	<b>Caretaker</b>
<b>Hours of Work</b>	1196 - 1300 hours per annum
<b>Salary</b>	£15,069 - £16,380 pa, equivalent to £12.60 per hour
<b>Line manager</b>	Facilities Lead


### Overview

Working in a historic and inspiring environment, this role supports the facilities lead to ensure the worshipping life of the cathedral runs smoothly and the buildings are well maintained, 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.
- At the Dean's request, involvement in liturgical services may be required. Training for setting up and resetting these services will be provided, with additional training opportunities available for those interested in Honorary Verger roles.
- To undertake first aid training and administer first aid where required.

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- To undertake SIA training and utilise those skills where needed.


### **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.
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
<b>Job Knowledge and Experience</b>	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	
<b>Job Skills and Competencies</b>	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	
<b>Education and Qualifications</b>	Educated to GCSE level or equivalent	Qualified First Aider
	Willing to undertake first aid and SIA training	SIA and/or First Aid trained
<b>Personal Attributes</b>	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	



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

<b>Job Title</b>	<b>Caretaker</b>
<b>Contract</b>	Permanent
<b>Hours of Work</b>	23 – 25 hours per week as per weekly rota
<b>Holiday</b>	Pro rata
<b>Line Manager</b>	Facilities Lead
<b>Place of Work</b>	Truro Cathedral
<b>Probation</b>	This post will be subject to a six-month probationary period, during which time, either party may give one week's written notice
<b>Pension</b>	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%)
<b>Health &amp; Safety</b>	All staff are required to follow the policies and procedures set out in the employee handbook
<b>Equal Opportunities</b>	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
<b>Safeguarding</b>	<p>Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at <a href="http://www.trurocathedral.org.uk">www.trurocathedral.org.uk</a> or in the company documents area of BreatheHR.</p> <p>This post is subject to a Disclosure &amp; Barring Service (DBS) check (for the child workforce).</p> <p><b>Training:</b> 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>