



# All Hallows by the Tower

**Job title:** Caretaker (part-time)

**Salary:** £9,000 per annum

**Hours of work:**

15 hours per week spread over five days based on five three-hour shifts normally between 8 am and 11 am. The postholder may need to work additional hours at busy times for which overtime at the normal rate will be payable.

**Overview:** The Parish church of All Hallows by the Tower wishes to appoint a part-time caretaker to look after the day to day upkeep of our Grade I-listed building, care for our security, ensure that we provide the best quality of welcome to worshippers, church users and visitors. The caretaker is an important part of our small team in ensuring that we can function efficiently and safely, and fulfil our mission on Tower Hill.

**Context:** The duties of the caretaker are wide ranging. They include preparation for our daily round of regular and special services; acting as site supervisor and point of contact for concerts and special events that take place throughout the year; being involved in providing a safe and welcoming environment for all; looking after the security of the site, including daily opening up routines – and closing when relevant.

The part-time caretaker reports to the Associate Vicar. The team also comprises a part-time verger (Saturday/Sunday) as well as locums as needed.

The post-holder will be expected to work closely with other members of the team, staff and volunteers, as necessary.

**Please apply to:**

The Rev'd Sophia Acland, Associate Vicar [sophia@ahbtt.org.uk](mailto:sophia@ahbtt.org.uk)

Please include a covering letter and a Curriculum Vitae, providing the names and contact details of two referees.



## **Principal tasks**

### **Care of the Church building and its precincts**

- Responsibility, when on duty, for the opening and unlocking of the church in the morning.
- Responsibility for internal maintenance and running of the church buildings and precinct.
- Specialist duties including care and operation of the sound/video system and equipment as appropriate; the care and operation of cleaning equipment as necessary (although a part-time cleaner is also employed); the operation of the heating system; and the care, operation and regular testing of the fire, security and alarm systems.

### **Concerts and Events**

- Help with setting up and removal of all contents and furniture as necessary for concerts, events and services (including staging), and for their restoration afterwards.
- Acting as site supervisor during events and as point of contact for event organisers prior to, and during the events. A number of events take place in the evenings and involve resetting the church after the event has finished, ready for the next day's morning services.

### **Ministry of Welcome**

- Provide a welcome to visitors as and when required, making sure that all visitors are received in a friendly, tactful and helpful manner. When it is necessary to be firm, this should be without giving offence.
- Support the work of the volunteer team including Welcomers and Guides when required.

### **Security**

- Keep a vigilant eye on the church and its precincts with regards to security, making regular checks on the buildings and car park, and helping to maintain a visible staff presence across the site.
- Ensure all valuables and money are looked after according to agreed instructions including regular emptying of alms boxes and votive candle offerings, handling collection money and its safe storage when required.
- Assist in the maintenance of good order throughout the church and its precincts and ensure that decorum is maintained within the church at all times.

### **Health & Safety**

- Ensure that all areas of the church and its precincts which are accessible to staff, visitors and contractors are maintained in a safe manner and that any hazards or



defects are either attended to or reported to the Church Wardens or the Parish Administrator

- Knowledge of the positions of all firefighting equipment and their safe and appropriate use in an emergency
- Knowledge of emergency procedures including building evacuation and contact routines.

### **General**

- Attend team meetings when on duty
- Communicate all messages, and report all defects, security breaches, incidents and accidents to the appropriate authority so that action can be taken.
- Perform such other duties as are reasonably required by the Line Manager, or his/her deputy, when necessary.



## **PERSON SPECIFICATION**

### **Essential**

- In sympathy with the aims of the Church of England
- A good team player with the ability to relate equally well to paid and voluntary staff
- Displaying an understanding of worship and an appreciation of the importance of dignity
- A friendly and welcoming personality able to offer a warm welcome to all who visit or use the church for worship, for concerts and events or as tourists - even at the end of a long shift
- Enthusiastic, energetic and practical
- Able to work under pressure
- Competent in the use of basic Microsoft Office applications and email
- Good communication skills, both written and oral
- Able to reach all areas of the church and associated buildings without mechanical assistance, carry heavy loads and do such physical work as is required
- Able to demonstrate sympathy with the aims and objectives of All Hallows by the Tower
- Flexible and willing to work overtime and shift-work when required

### **Desirable**

- Previous experience in a similar position within a church, cathedral or other institutional building, paid or voluntary
- Awareness of the terminology and language of the Anglican Church



## SUMMARY TERMS AND CONDITIONS

The Parochial Church Council encourages equal opportunities.

The person appointed will be employed by the PCC of All Hallows by the Tower, at Byward Street, London EC3R 5BJ.

1. **Salary:** £9,000 reviewable in January of each year
2. **Hours:** 15 hours per week spread over five days based on five three-hour shifts normally between 8:00 and 11:00. Where additional hours are worked, over and above basic contracted hours, these will be paid at the employee's current hourly rate.
3. **Holidays:** 28 days including statutory bank holidays.
4. **Pension:** Once the probationary period has been completed satisfactorily, the person appointed will, if desired, be eligible to join a defined contributions pension scheme managed by Nest. The Parish will contribute 6% of the annual premium of 8% of salary.
5. **Probationary period:** 26 weeks
6. **Season ticket loan:** Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan if required whereby the Parish will issue a cheque for the purchase of an annual season ticket and deduct the cost in equal monthly instalments from the salary for the remainder of the contract.
7. **Notice period:** During the probationary period, the notice period is one week on either side. After that, the PCC will give one month's notice. The person appointed will be required to give one months' notice.
8. **Safeguarding:** This post is subject to an enhanced Disclosure and Barring Service check.