



# Application Pack: Caretaker

## Introduction

Thank you for your interest in the post of Caretaker at Rugeley Community Church. In this pack you will find information about us, our vision, a job description and a person specification.

We encourage you to read the information carefully. If you are submitting an application, please set out clearly how you meet the person specification criteria and why you feel you would be a good candidate for this role.

## About Rugeley Community Church

We are a group of people from a wide range of backgrounds who love Jesus and want to show his love to the world around us. We own and run Rugeley Community Centre as a way of showing God's love practically in the community. We meet for family-friendly worship every Sunday morning, we pray together every Sunday evening and we have several midweek groups to help us grow together.

We are just beginning a new chapter as a church with the introduction of a bold new vision of seeing the whole area transformed spiritually, physically and emotionally through the power and love of Jesus. Our long-term vision is in our name – we want to see Rugeley transformed, through community transformed, through church transformed.

## About Rugeley Community Centre

We moved to the Centre in 2015 after outgrowing our old building on the other side of Rugeley. The Centre had been closed down by the council as a youth centre and was at risk of being lost as a resource to the community. Our dream was to grow it into a thriving community hub where people could encounter the love of Jesus practically, receive help and be empowered.

God has blessed us so much in becoming that hub in recent years, working in partnership with a wide range of local groups, organisations and agencies. We now own the Centre, we run Rugeley Foodbank and several community-facing ministries, we partner with local organisations to run vital frontline support and we hire out our hall and rooms for community use.

You can find out more about us:

Online: [www.rugeleycc.org.uk](http://www.rugeleycc.org.uk)

Facebook: [www.facebook.com/RugeleyCC](https://www.facebook.com/RugeleyCC)

YouTube: [www.youtube.com/@RugeleyCC](https://www.youtube.com/@RugeleyCC)

## About Rugeley

Rugeley is situated on the edge of the Cannock Chase Area of Outstanding Natural Beauty and is well-placed for access to many surrounding attractions, amenities and cities, including Birmingham. The town has a rich heritage as a market town, coal mining town and major coal power production. An upcoming major redevelopment of the former power station site will see over 2,000 new houses.

In Rugeley and the surrounding area, health, fitness, crime, anti-social behaviour and educational attainment have been evidenced as worse than the national average and significant parts of the

town are in the bottom 10-30% on the Government's Index of Multiple Deprivation. Many frontline services have been cut back, however our work with the community and key agencies has led to many services being hosted at the Centre on a regular basis.

We believe there is a very bright future for Rugeley and there is hunger across the town to see it thrive. The Caretaker role will be an intrinsic part of that at the heart of the community.

### How to apply

To apply for the role of Caretaker, please submit a type-written letter and a CV. The letter should set out how you meet the person specification criteria and any other relevant information to demonstrate why you would be a good candidate for the role. Your CV should include details of your qualifications, education, training and previous employment.

Applications should be emailed to [jonathan.hatton@rugeleycc.org.uk](mailto:jonathan.hatton@rugeleycc.org.uk) or posted (to arrive by the deadline) to Operations Manager, Rugeley Community Church, Rugeley Community Centre, Burnthill Lane, Rugeley, WS15 2HX.

Application deadline: 21<sup>st</sup> June 2024

Shortlisted candidates will be contacted within 2 weeks of the application deadline and invited for interview at Rugeley Community Centre in w/c 8<sup>th</sup> July 2024. You will be asked for two references.

## Job Description: Caretaker

Working hours: Full-time (37.5 hours), Tuesday to Friday

Salary: £22,308

Reports to: Operations Manager

Job purpose: To ensure the safe, efficient day-to-day running of Rugeley Community Centre.

Principal duties:

- Security – maintain the security of the Centre and its contents including opening and locking the building for daytime activities and ensuring that others are trained to do so for out-of-hours activities and when not personally available. May include some cover for out-of-hours and alarm activations.
- Health and safety – carry out regular inspections, tests and maintenance tasks that support all aspects of health and safety for the Centre. This includes all statutory tests, such as emergency lighting, fire alarms and water temperature. Contribute to reviews of policies as appropriate. Ensure timely completion or review of risk assessments as appropriate. Must be familiar with relevant emergency procedures in the case of fire, flood or break-in.
- Maintenance – ensure that all aspects of the building and surrounding land are in efficient working order, including doors, toilets, heating, lighting, décor, car park and that any faults are reported and resolved. Carry out routine and remedial maintenance of the building where it can be achieved using safe systems of work. Arrange and supervise contractors and trades to perform other work that requires specialist skills, tools or safety equipment, ensuring that they conform to the Health & Safety policy and all relevant procedures. Check stocks of materials and other consumables.
- Cleaning – responsibility for the cleanliness of the Centre to a high standard both internally and externally. This includes regular cleaning regimes, maintaining the supply of cleaning resources, vacuuming, floor cleaning, sweeping, dusting, emptying bins, tidying furniture, cleaning surfaces and cleaning the toilets and kitchen.
- Room setup – set up the rooms and sports hall for booked activities, including cleaning, vacuuming and setting out furniture to the room user’s requirements.
- Miscellaneous – this role has a public-facing aspect due to the busy nature of the building. As a result, this role will include an element of supplementing the operations staff roles in greeting people, making drinks, showing people to rooms when appropriate and general interaction with building users. This includes children and vulnerable adults.

## Person Specification: Caretaker

The following criteria will be assessed via written application and interview.

	Criteria description	Essential or desirable
<b>Qualifications</b>	1. GCSE English (grade A-C) or equivalent	Desirable
	2. GCSE Mathematics (grade A-C) or equivalent	Desirable
	3. Current first aid qualification	Desirable
<b>Experience</b>	1. Practical disciplines such as building maintenance, cleaning, plumbing or electrics	Essential
	2. Working in public environments	Essential
	3. Dealing with members of the public face-to-face	Essential
	4. Writing or reviewing policy documents and risk assessments	Desirable
	5. Liaising with and supervising contractors and trades	Essential
	6. Working as a caretaker or similar role	Desirable
<b>Skills</b>	1. Property maintenance skills including painting, decorating and minor repairs to a high standard	Essential
	2. Good written communication skills, including email, reports and documents (e.g. policies and risk assessments)	Essential
	3. Good verbal communication skills and ability to interact with a wide range of people	Essential
	4. Problem-solving skills to understand issues and appropriate solutions in a patient and constructive manner	Essential
<b>Knowledge</b>	1. Develop a clear understanding of RCC vision, objectives and values, and how they relate to running a Community Centre	Essential
	2. General understanding of the factors involved in the operation of a building relating to security, health & safety and energy management.	Essential
	3. Knowledge of the UK regulatory framework on areas such as health & safety, fire, safeguarding, water and energy management	Desirable
<b>Competencies</b>	1. Organised, able to manage own time, self-motivated and able to multi-task	Essential
	2. Able to work flexibly and respond to the varied nature of the role	Essential
	3. Attention to detail and care in all aspects of the role	Essential
	4. Discretion in dealing with confidential matters and sensitive issues	Essential
	5. Be proactive in dealing with health & safety concerns	Essential
	6. Able to safely lift and carry heavy items, such as tables and chairs	Essential
<b>Faith*</b>	1. A committed Christian, fully agreeing with RCC's beliefs, vision and values	Essential
	2. Committed to incorporating prayer into working life	Essential

*\*There is a genuine occupational requirement for the successful applicant to be a committed Christian and subscribe to RCC's beliefs, vision and values as these underpin everything we do as an organisation. In accordance with our governing document, our principal objective is the advancement of the Christian faith. The Caretaker role is crucial to outworking the love of God practically through all our activities and, as per our vision, must be built on prayer to ensure we are partnering with what God wants to do, rather than our own wisdom and strength.*

### **Safer Recruitment**

We have many children and vulnerable adults using our Centre every day and we are committed to safeguarding and promoting their welfare. As a result, we commit to do everything possible to ensure that we recruit only those who are suitable to work in such an environment. This may include enhanced DBS checks, checking references from the applicant and viewing a full employment history with explanation of any gaps.

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