

Handyperson

Appointment Type: Part-time, 2-year fixed-term contract.

Working hours: 20 hours per week, to be worked on a flexible basis as agreed with the Parish Priest.

Location: St. Augustine's Presbytery, Grosvenor Square, All Saints, Manchester, M15 6BW

Salary, pension, and benefits: £10.00 per hour, 25 holidays plus bank holidays (subject to pro-rata) and 5 Diocesan closure days, employer's pension scheme.

About: The Parish of St Augustine, All Saints, within the Diocese of Salford, is recruiting a Handyperson to maintain the site which comprises the church, presbytery, halls, and grounds. The church is a Grade II listed building.

What we are looking for: The Handyperson will be responsible for day-to-day maintenance of the assigned areas, ensuring they are clean, tidy, effectively run, and compliant with Health and Safety requirements. They will carry out repairs, move equipment and furniture, build furniture in line with own skills and carry out reactive and planned maintenance and deep cleaning as required.

What you will need: The successful candidate will have experience of working in a similar role including maintenance and cleaning responsibilities. They will have a general knowledge of maintenance and Health and Safety regulations and be able to undertake administration tasks such as work logs, ordering and record-keeping ensuring compliance including electronically using a computer and IT system.

The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation. This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <https://www.csas.uk.net/procedures-manual/>

It is not required for the post-holder to be Catholic, although it is expected that they will be sensitive to working in a religious environment.

Closing date for applications: 12 noon on Thursday 12th November 2020

To request an application pack or for more information on this post please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/>

If you have any queries about the role, please contact the HR department:
Telephone: 0161-817-2203 ♦ Email: HR@dioceseofsalford.org.uk