

## Diocese of Brentwood

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Site Manager</b>
<b>LOCATION:</b>	<b>The Most Holy Redeemer Parish, Billericay</b>
<b>RESPONSIBLE TO:</b>	<b>Father Dan Mason, Parish Priest</b>
<b>ACCOUNTABLE TO:</b>	<b>Parish Priest, Parish Halls Committee</b>

#### **OVERALL PURPOSE OF JOB:**

To manage effectively the routine maintenance of the buildings and grounds of the Most Holy Redeemer Church, Canon Roche Pastoral Centre and the Priest's House, along with health and safety oversight.

#### **DUTIES AND RESPONSIBILITIES**

The Site Manager is required to undertake the following duties as directed by the Parish Priest using the prescribed methods and frequencies in line with the requirements of the specification.

##### **Overall premises management**

- Maintain the premises in a safe and healthy condition.
- Report any anomalies to the Parish Priest.
- Maintain an accurate log sheet of hours worked and jobs undertaken.

##### **Security**

1. Be responsible to the Parish Priest for ensuring site is safe and secure.
2. Assist with control of visitors, including contractors and lettings.
3. Open and close the premises when necessary for staff, contractors and lettings, ensuring afterwards that premises are safely secured
4. Ensure premises are always in a safe condition to be used.
5. Minimise hazards.
6. Check location of fire equipment and test periodically.
7. Take action to prevent or respond to trespassers, and inform authorities in accordance with Local Authority / Police procedures.
8. Ensure clear passage is maintained on all fire exit routes
9. Familiarise yourself with escape routes and evacuation procedure: ensure all hirers are aware.

##### **General duties**

1. Be responsible for routine maintenance and upkeep of the premises, ensuring halls are clean and tidy for letting, prioritising the daily workload.
2. Provide cover for Halls Cleaner during periods of absence.

3. Empty internal communal rubbish bins using appropriate recycling initiatives.  
Clean and disinfect bins
4. Ensure internal and external rubbish is disposed of appropriately and kept away from the main building.
5. Routinely clean and check lighting- wipe strip lights. Height limit is advised at eleven feet.
6. Order all cleaning materials as agreed with the Halls Cleaner and the Halls Committee.
7. Carry out minor repair work, including doors, windows, toilet seats and flushes, furniture, painting/touch up.
8. External – keep surrounding areas clear of litter: sweep paths, carry out appropriate duties e.g. cut grass and hedge, weed and maintain outside grounds.
9. Attend the meetings of the Parish Halls Committee
10. Use the Safety Toolbox online hub to ensure that Health and Safety tasks are recorded accurately and that the parish is compliant with diocesan Health and Safety requirements.

### **General Maintenance**

- Carry out periodic checks of buildings:
  - Loose tiles
  - External lights
  - Security lights
  - Fire alarm
  - Gutters
  - Flat roofs
- Check drains – make sure
  - Drains are clear
  - Outside rainwater drains are kept free of general debris
- Make safe and report any possible or potential hazards to the Parish Priest.

### **Heating, lighting and water**

- Monitor and set heating controls and boilers.
- Be aware of location of all stopcock, gas and electricity meters and fuse board.
- Ensure that the boiler house is clean and tidy, and no flammable material stored there.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Parish Priest within the competence ability of the post holder.

The location of cleaning / maintenance areas may need to be changed to meet the needs of the establishment.

### **Notes:**

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.

4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

**EQUAL OPPORTUNITIES**

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

**CHANGES TO THIS JOB DESCRIPTION**

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

**Date of Job Description:**

Post-holder in receipt and agreement of job description:

Signature .....

Name (please print).....

Manager's Signature .....

Name (please print).....

Review date .....

## PERSON SPECIFICATION – Site Manager

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<b>ATTRIBUTES</b>		
Hard-working, honest, dependable, and self-motivated	✓	
Absolute integrity and discretion.	✓	
Confidence to make sensible and responsible decisions on own initiative.	✓	
A polite manner, flexibility, and sensitivity to relate to all staff and visitors is essential.	✓	
Access to contacts may be needed to carry out more significant work		✓
<b>SKILLS AND EXPERIENCE</b>		
Previous Caretaking/site-keeping experience in a Church or similar environment	✓	
Handyperson/DIY experience	✓	
Experience and an understanding of building systems eg boilers, security and fire alarms	✓	
Willingness to undertake induction training	✓	
Good literacy skills in English	✓	
Good communication skills – written and spoken	✓	
Willingness to learn how to use the Diocesan Health and Safety Online management system	✓	
<b>KNOWLEDGE</b>		
Knowledge of current Health and Safety regulations	✓	
Knowledge and experience of completing Health & Safety site management checks	✓	
Knowledge of efficient cleaning methods and materials.	✓	
Awareness of health and hygiene procedures	✓	
Knowledge and experience of working with Building O&M manuals.	✓	
<b>ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)</b>		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
A willingness and ability to travel between sites within the Brentwood and Warley Hill area	✓	
Ability to get to site quickly in case of emergency	✓	
An up to date Disclosure and Barring Service (DBS) will be required prior to commencing employment	✓	