

CHRIST CHURCH W4 SITE SUPERVISOR JOB DESCRIPTION



Job title: Site Supervisor, Christ Church W4
Employed by: Christ Church Turnham Green PCC
Place of work: Turnham Green, St Alban's, Mission Hall as required.

Focus of the job

- To ensure that the building and environment is clean and safe, correctly arranged and to assist with smooth running of the church premises
- To welcome and liaise with all who use/hire Christ Church W4
- To assist the Facilities Operations Manager in the smooth running of the church buildings
- To promote the vision and values of the church through your example and relationship with those using the facilities

People-links

- Reports to the Facilities Operations Manager.
- To be part of the operations team in the church

Main responsibilities

- **Premises hire**
 - Ensure that each room/site is appropriately set up and equipment is available for each hirer/service/activity
 - Ensure the church is appropriately set up for special services – weddings, funerals etc. – as directed by the Facilities Operations Manager
 - Return the room/site and equipment to standard lay out (or set up for next user as appropriate) and ensure that equipment is in working order and correctly stored.
 - To unlock buildings as required and to act as key holder for locking up buildings after events, activities as services as directed by the Facilities Operations Manager
 - To act as Duty Coordinator for external hirings as required (overtime will be paid for this activity if outside normal working hours)
- **Building and grounds maintenance**
 - Report any missing items, breakages or damage to the Facilities Operations Manager at the earliest opportunity
 - Oversee the contract cleaners to ensure that the buildings are cleaned in accordance with the approved specification
 - Carry out any emergency and interim cleaning
 - Carry out basic maintenance duties, including small repairs, installations, decorating, grounds maintenance etc.
 - Take stock and order any facilities supplies that are needed, and accept deliveries
- **General duties**
 - Be aware who is on site at all times and ensure that all doors and windows are secured in unoccupied areas.
 - Meet with the Facilities Operations Manager as and when required.
 - Undertake any other reasonable task as requested by the Facilities Operations Manager

- **Person specification**

Essential:

- Be able to reflect the vision and values of Christ Church W4 in all dealings with staff, congregation members and visitors
- The post holder will work in a Christian environment; therefore it will be necessary for the post-holder to be in sympathy with the Christian faith and its values and have respect for our organisational aims.
- Have good interpersonal skills
- Be able to work with and encourage a team of helpers and volunteers
- Be well motivated, proactive and able to work with minimal supervision
- Be interruptible. Adept at managing multiple tasks in a public space without getting flustered
- Be willing to be lone-working at times
- Be trustworthy and organised. Able to keep on track with routine admin tasks when it's busy, or quiet, and amid the occasionally unexpected
- Be able to climb stairs and do medium to heavy work including lifting and moving of furniture
- Be willing to undertake any training necessary for the role
- The successful applicant will be required to undertake a successful DBS check
- Have basic IT skills (Microsoft Word and ability to email and read church database)

Desirable:

- Be a competent handyman
- Have some experience of/be willing to be trained in audio visual desk operation
- Hold a recognised, current full first aid certificate or be prepared to attend and able to pass a first aid course provided by the church prior to the end of probationary period

Working hours:

20-25 hours per week including some evening and weekend working. Considerable flexibility required between Monday to Saturday. There will be an opportunity for overtime subject to external bookings.

Contract

Fixed term for one year

Pay

The pay for this post will be £14,240 -£17,800.00 per annum