

## SML Facilities Assistant

We are looking to appoint a 2<sup>nd</sup> part-time Facilities Assistant who is fully committed to the vision of St Mary's, to support the Facilities Manager and work alongside the existing Facilities Assistant at SML during a time of growth and change. The role for is for 18 hours per week and will predominantly involve cleaning our facilities to a high standard as well as setting up for events, activities and services.

**Responsibilities** (under the direction of the Facilities Manager)

### Set Up

- Ensuring the Church is set up correctly for services, events and activities
- Ensuring the Centre is set up correctly for events and activities at the start of the day

### Cleaning.

- Cleaning the Church and Centre to a high standard for our services, activities and events

### Maintenance

- Assisting with maintenance of buildings including furniture and fittings, kitchen and outside areas
- Maintain storage areas and ensure facilities equipment is appropriately secured
- Keep Churchyard neat, clear and attractive, disposing of leaves and cultivating flowers and plants

### Health & Safety

- Assist with monitoring SML's compliance with H&S
- Implement H&S policy in the facilities area
- Support mandatory safety training

### General staff duties

- Participation in staff prayers.
- Any other reasonable task as required
- Prepared to come in outside normal hours if there is an emergency or other urgent need

### Skills

- High standards of cleanliness, tidiness and maintenance
- Good team skills but with the ability to work independently
- Driver with own vehicle
- Ability to lead volunteers, handling them with warmth, tact and respect
- Working knowledge of MS Office.

### Support & Accountability

- Team Leader – Facilities Manager

### Working Hours & Pay

- 18 hours / week including some Sunday work.
- Shifts: two weekdays plus 4 hrs on alternate Sundays.
- Flexibility is important. Routine hours may be adjusted to meet SML's needs and there is a requirement for occasional evening work and leave cover.
- Salary – £ 8.91-£10/hour depending on experience
- Leave 6 weeks/yr pro rata

- Automatic workplace pension

**Applications**

If you are interested in applying, please contact Kym Powell at [kym.powell@smlpoole.org.uk](mailto:kym.powell@smlpoole.org.uk) for an application pack. Applications must be received by midnight on 21<sup>st</sup> May 2021

**Interviews**

2<sup>nd</sup> June 2021

References will be taken prior to interviews.

**Start date**

As soon as possible