



JOB DESCRIPTION AND PERSON SPECIFICATION

SJE Caretaker and Handyman

The Caretaker and Handyman is responsible for the day-to-day care, security, and routine maintenance of the St James and Emmanuel (SJE) estate, comprising two churches, a parish centre, and No 6 Barlow Moor Road (meeting rooms and rented office space). The postholder will help ensure that all buildings and their surroundings are safe, secure, clean, well-maintained, and welcoming for worshippers, visitors, tenants, volunteers, and community groups. The role requires practical maintenance skills, the ability to work independently, and a flexible approach to responding to the needs of the parish.

Key Responsibilities

Good and regular communication with the Parish Manager in relation to the tasks listed below:

1. Carry out routine inspections of all parish buildings, including systems and services such as regular fire alarm tests, boiler checks and meter readings. Report to the Parish Manager any maintenance issues requiring attention.
2. Undertake minor repairs and general maintenance, including basic carpentry, plumbing, painting and decorating, and non-specialist electrical tasks (eg replacing light bulbs) where competent and safe to do so, sourcing materials as required.
3. Ensure buildings, grounds, pathways, and entrances are kept safe, tidy, and free from hazards.
4. Prepare rooms and church spaces for services, meetings, community activities, and external hirers, including arranging furniture and equipment as requested.
5. Liaise with external contractors as directed by the Parish Manager, facilitate access to buildings, and monitor the satisfactory completion of maintenance works.
6. Assist in monitoring stock levels of maintenance materials and cleaning supplies, notifying the Parish Manager when replenishment is required and co-ordination/receipt of deliveries.
7. Support the upkeep of external areas, including litter picking, gutter clearing, leaf clearance, and gritting paths during icy conditions where necessary.

8. Oversight of waste management ensuring regular bin emptying, occasional jet washing if required and upkeep of the bin storage area. Co-ordinate rubbish collections and skips.
9. Respond promptly to the occasional urgent maintenance issues or emergencies within agreed working arrangements and exceptionally out of hours. Ad hoc occasional opening/closing of buildings.
10. Support Parish Manager in maintaining accurate records of inspections, repairs and site maintenance.
11. Work in accordance with parish policies on expense reimbursement, health and safety, safeguarding, and security.
12. Build positive working relationships with clergy, staff, volunteers, contractors, and parish users, providing a helpful and professional service.
13. Undertake any other reasonable duties consistent with the nature and grading of the post.

Person Specification

The successful candidate should:

1. Have practical experience of building maintenance or a similar caretaker/handyman role.
2. Be able to carry out a wide range of minor repairs safely and to a good standard.
3. Be organised, reliable, and able to work with minimal supervision.
4. Have an understanding of health and safety responsibilities in relation to buildings and systems.
5. Be physically capable of carrying out manual handling and maintenance tasks.
6. Demonstrate good communication and interpersonal skills.
7. Be willing to work flexibly to meet the operational needs of the parish.
8. Respect the Christian ethos and mission of the parish and support its work through the professional delivery of the role.

Neither the Job Description nor the Person Specification form part of the Contract of Employment.

St James and Emmanuel parish is based in Didsbury, south Manchester. For further information, visit <https://stjamesandemmanuel.org>

If you wish to find out more about the role, please contact the Parish Manager, Chris Ashfield at office@stjamesandemmanuel.org or call 0161 445 4150 during office hours (Monday to Friday, 8.30-16.30).



Terms and Conditions

This role is for 12 hours a week @ £12.71 an hour. There is some flexibility over when hours are worked in agreement with the Parish Manager.

Application Process

Please submit a CV outlining previous roles undertaken and relevant experience together with a covering letter outlining how you meet the requirements of the post. Please include contact details for two referees, one of whom being your current/most recent line manager. (No contact will be made until the job offer stage).

The deadline for applications, to be sent to office@stjamesandemmanuel.org, is **Monday 17 August** and interviews will take place on **Friday 28 August pm** at the Parish Centre behind Emmanuel Church, 6 Barlow Moor Road M20 6TR.

