

## Job Description – Guild Chapel Caretaker

### **Job Purpose:**

Reporting to the Buildings and Facilities Manager and working closely with the Volunteer Coordinator and Administrative Assistant, acting in a hands-on capacity to ensure the Guild Chapel is opened and locked at weekends and bank holidays when the adjoining Guildhall and Schoolroom is closed and for pre-booked events. The incumbent will ensure all preparations for events are in hand and that the chapel is reinstated to its normal state immediately thereafter. These and other duties are outlined below but are by no means exhaustive:

### **Key Responsibilities:**

#### **Guild Chapel**

- To ensure, through liaison with King Edward VI School, that the Guild Chapel is opened and closed by the school caretakers for public access between the hours of 08:00 and 16:00 daily during weekdays both in term-time and school holidays. Weekday attendance to open and close the chapel may be required on an ad-hoc basis or may change in the future.
- To liaise with the adjoining Guildhall and Schoolroom to ensure that the Guild Chapel is open and closed for public access between the hours of 10:00 and 16:30 daily at weekends and bank holidays and to open and lock-up if the Guildhall and Schoolroom are closed.
- To ensure the Guild Chapel is prepared as necessary for events as advised by the Building and Facilities Manager or the Administrative Assistant and is unlocked prior to the event and locked-up at the end of the event with the chapel being returned to its normal state thereafter. The Caretaker may be required for the duration of the event to ensure that there are no issues with the facilities.
- To ensure the Guild Chapel is kept in a clean and tidy condition and any issues are reported to the Buildings and Facilities Manager. The caretaker will liaise with the cleaner but will be responsible for cleaning-up spills, floristry items, confetti, etc for events outside the cleaner's hours.
- To check that the Guild Chapel is in good order and all the facilities are functioning as they should, and that the fabric of the building and its contents are in good order. In the absence of the Buildings and Facilities Manager, any defects are to be reported to the Buildings and Facilities Manager promptly on their return.
- To permit access by contractors on the instruction of the Buildings and Facilities Manager or Administrative Assistant.
- To act as Key Holder in case of emergency and as Fire Marshal when on duty in the chapel.
- To be the main contact for hirers in case of problems and to attend promptly to deal with such issues.

- To attend meetings with the Buildings and Facilities Manager as required.
- The post requires a flexible approach to open and close the chapel outside normal working hours and attend events when required out of hours or at weekends.
- To undertake any other duties relating to the Guild Chapel as required.

## **Person Specification:**

### **Essential**

- Personable nature and an ability to easily liaise with event organisers and their guests/congregation/attendees
- A flexible attitude to the in-hours and out-of-hours requirements of the post
- A responsible, reliable, and conscientious attitude
- An ability to work effectively in a team
- A hands-on attitude to ensuring the Guild Chapel provides a great experience to both the public, event holders and their participants
- An ability to liaise and develop good working relationships with all stakeholders to include the Estates Manager of the King Edward VI School and his staff, the Operations Manager of Shakespeare's Schoolroom & Guildhall and his staff, the Friends of the Guild Chapel, the Trust volunteers, and others
- A responsible attitude to health and safety

### **Desirable**

- A first aid qualification
- Previous experience as a Fire Marshal
- An interest in historical buildings

### **Hours and remuneration**

There are a guaranteed 3 hours per week. However, depending upon events and bookings these hours could be exceeded. Remuneration is £12 per hour.