



TEMPORARY ASSISTANT CARETAKER/VERGER

JOB DESCRIPTION

Job Title: Temporary Assistant Caretaker/Vergers

Salary: £5.90 per hour

Hours of work: 25 hours per week

Wakefield Cathedral exists in order to worship God and point others to him. We seek to help people live as disciples of Jesus Christ, and to share his love with the world. We are set in the heart of the city of Wakefield, and endeavour to offer a warm welcome to all who enter or pass by our doors. We have made public our desire that everyone who lives in Wakefield District will come inside at least once a year. We try to give priority to people who are needy or disadvantaged. We hope to be a place of conversation for people of all faiths and none, and a cultural hub in the city centre. And as the Mother Church of the Diocese of Wakefield, our intention is that everyone in the diocese will feel at home here, whether coming for a major diocesan event, or in a parish group, or on a private visit.

The Vergers play an important part in ensuring the proper functioning of the Cathedral as a place of worship and for the many other roles and activities which it serves.

The post of Temporary Assistant Caretaker/Vergers sits within the Vergers' team and reports to the Head Vergers. The department is under the care and management of the Cathedral Administrator. The team consists of a Head Vergers, deputy and two assistant vergers. The post is made available to provide cover for maternity leave and will cease on 31 August 2010.

The post-holder will be expected to work closely with a number of other staff and volunteers as necessary.

Principal Tasks

Care of the Cathedral and its precincts

- Responsibility, when on duty, for the opening and unlocking in the morning, or for the closing and locking-up at night, of the Cathedral.
- Sharing, with the other members of the verging team, the responsibility for internal maintenance and running of the Cathedral.
- Responsibility for cleaning and care of the Cathedral, together with the Treacy Hall, offices, kitchen, toilets and all rooms in the crypt.

Ministry of Welcome

- Provide a welcome to visitors as and when required, making sure that all visitors are received in a friendly, tactful and helpful manner. When it is necessary to be firm, this should be without giving offence.
- Support the work of the volunteer staff including Welcomers, Bookshop, Cathedral Coffee and Day Chaplains when required.
- At certain times the vergers may be asked to hand out service sheets and other similar tasks of a helpful nature.

Security

- Keep a vigilant eye on the Cathedral with regard to security, making regular checks on the buildings and helping to maintain a visible staff presence across the site.
- Ensure all valuables and money are looked after according to agreed instructions including regular emptying of alms boxes and votive candle offerings, handling collection money and its safe storage when required.
- Assist in the maintenance of good order throughout the Cathedral and ensure that decorum is maintained within the Cathedral at all times.

Health & Safety

- Ensure that all areas of the Cathedral which are accessible to staff, visitors and contractors are maintained in a safe manner and that any hazards or defects are reported to the Head Verger.
- Knowledge of the positions of all fire fighting equipment and their safe and appropriate use in an emergency
- Knowledge of emergency procedures including building evacuation and contact routines.

Concerts and events

- Available for evening concerts, conferences and services in accordance with rota provision.
- Help with setting up and removal of all contents and furniture as necessary for concerts, events and services (including staging), and for their restoration afterwards.

General

- Attend vergers' team meetings and full staff meetings when on duty
- Communicate all messages, and report all defects, security breaches, incidents and accidents to the appropriate authority so that action can be taken.
- Perform such other duties as are reasonably required by the Head Verger, or deputy, when necessary.

PERSON SPECIFICATION

Essential

- A broad sympathy for the life and mission of the Christian Church.
- A good team player with the ability to relate equally well to paid and voluntary staff
- Enthusiastic, energetic and practical
- Able to work under pressure
- Good communication skills, both written and oral
- Able to reach all areas of the Cathedral Church and associated buildings without mechanical assistance, carry heavy loads and do such physical work as is required
- Able to demonstrate sympathy with the aims and objectives of Wakefield Cathedral
- Flexible and willing to work overtime and shift-work

SUMMARY TERMS AND CONDITIONS

This post is open to candidates who are in sympathy with the aims and objectives of the Christian Church and the Anglican tradition. The Cathedral Chapter encourages equal opportunities.

The person appointed will be employed by Wakefield Cathedral Chapter at its offices in Cathedral Centre, 8-10 Westmorland Street, Wakefield WF1 1PJ.

- 1 **Salary:** £5.90 per hour
- 2 **Hours:** 25 hours per week.
- 3 **Holidays:** 25 days plus bank holidays which may need to be taken in lieu (pro rata)
- 4 **Probationary period:** 3 months
- 5 **Notice period:** During the probationary period, the notice period is one week on either side. After that, the Cathedral will give one week's notice for each full year of service up to a maximum of 12 weeks notice for 12 or more years' service. The person appointed will be required to give one months' notice.
- 6 **Child Protection:** This post is subject to satisfactory enhanced disclosure from the Criminal Records Bureau.

Wakefield Cathedral - Application Form

*Private and
confidential*

Post: Temporary Assistant Caretaker/Verger

Surname: (CAPITALS)	Title:	Other names in full:	
Permanent address: Email address:		Home telephone no: Office telephone no: Mobile telephone no:	
Education & Professional Qualifications (Include in this section all the relevant qualifications, examination results and any relevant professional registrations or memberships)		From:	To:

PRESENT AND PREVIOUS EMPLOYMENT

Please provide details of your employment history beginning with your most recent or current role

Dates		Name and address of employer	Position held	Brief description of responsibilities	Reasons for leaving
From	To				

Current Salary per annum £

What attracts you to this position in a Cathedral environment?

Briefly describe your experience working with people.

Why would you like to be considered for this post?

Please outline your hobbies/leisure activities:

References will usually be taken up before interview in the strictest confidence for short-listed candidates unless you indicate otherwise below. Please give the name, full address and email address of your current or most recent employer and one other person, from whom references can be requested.

Reference 1:

Your connection or relationship with this person:

Name:

Address:

Email:

Reference 2:

Your connection or relationship with this person:

Name:

Address:

Email:

If appointed, when would you be available to take up the post?

To the best of my knowledge and belief the information supplied by me on this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

Signed:

Date:

Please return the completed application form by 12 noon on Wednesday 17 March 2010 to:

Dr Nigel Russell,
Cathedral Centre,
8-10 Westmorland Street,
Wakefield WF1 1PJ



EQUAL OPPORTUNITIES MONITORING FORM

Wakefield Cathedral wholeheartedly supports the principle of equality of opportunity in employment and believes in the benefits of a workforce drawn from a wide cross-section of the community.

You are invited to answer the questions below. Such information will be held securely and confidentially and solely for the purpose of monitoring. By completing and returning this form you are consenting to the use of this information for this purpose.

Please put an X in the relevant box.

Gender Female Male

Age 16 – 25 26 – 35 36 – 45 46 +

Ethnicity

ASIAN	BLACK	MIXED	WHITE	CHINESE / OTHER
Asian British <input type="checkbox"/>	African <input type="checkbox"/>	White/Asian <input type="checkbox"/>	British <input type="checkbox"/>	Chinese <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Black British <input type="checkbox"/>	White/Black African <input type="checkbox"/>	Irish <input type="checkbox"/>	Any Other <input type="checkbox"/>
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	White/Black Caribbean <input type="checkbox"/>	Other <input type="checkbox"/>	
Pakistani <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>		

Date form completed

Disability Do you have a disability as defined by the Disability Discrimination Act 1995?

Yes No

If yes, please indicate which of the following best describes your disability.

Co-ordination, dexterity/mobility	<input type="checkbox"/>	Visual	<input type="checkbox"/>
Mental health	<input type="checkbox"/>	Speech	<input type="checkbox"/>
Learning difficulties	<input type="checkbox"/>	Hearing	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		