

S^T. PAUL^S. CATHEDRAL

Job description

Job title: Property Maintenance Operative

Department: Property

Line manager: Property Operations Manager

Salary: £30,015 per annum (plus benefits)

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Our People and Purpose

Everything we do at St Paul's Cathedral is shaped by our vision to be a *Cathedral for London and the world*. Each role plays a vital part in delivering our mission, to welcome and inspire through excellence in worship, heritage, learning and service.

We put people first. Whether engaging with visitors, supporting colleagues, or caring for our building and environment, every individual contributes to the experience of St Paul's.

Our values, Welcoming, Caring, Empowering, Creative and Trustworthy, guide how we work day to day. They shape our behaviours, our decisions and how we work together to deliver our strategic priorities.

Purpose of the job

Support the delivery of the Annual Works Programme through carrying out labouring tasks, providing assistance to the team as directed by the property management team.

Main duties

- To assist other trades by carrying out labouring tasks
- Data inputting to CAFM system
- To assist with the setting out of cathedral events
- To assist with lifting and moving heavy objects or equipment
- General department assistance
- Repair and maintenance of tools and equipment (where competent)
- Undertaking safety and other training as may be determined by the health and safety officer
- To undertake minor electrical and plumbing repairs
- Undertake external maintenance across cathedral grounds.
- Assisting Property Operations Manager with PPM duties
- Escorting contractors & external productions

Person specification

- Able to assist with lifting and moving heavy objects
- Able to work at heights and climb the many staircases in the Cathedral, including the 500+ steps up to the galleries
- Be willing to undertake a variety of cleaning activities including after suitable training in the use of appropriate chemicals and equipment
- Flexible
- Able to work as a member of a team
- Able to work independently and to use own initiative
- Good interpersonal skill to interact with the public and the Cathedral community
- After training, have a good appreciation of Health and Safety requirements and be willing to comply with these.

Safeguarding

The individual will be:

- expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- expected to adhere to Cathedral Safeguarding Policies and willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channels
- in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.