

Oundle St Peter's
God's Love: Know it. Live it. Give it

**We are pleased to be able to advertise the post of Facilities Coordinator.
This is a key post to support the day to day functioning of St Peter's Church**

FACILITIES COORDINATOR

Are you reliable, honest and hardworking?

We are looking for a facilities Coordinator who is keen to take on the responsibility for maintaining the parish buildings and grounds Are you a team player with excellent interpersonal and communication skills? It will be important for you to be adaptable and willing to be flexible when required. We are willing to accept a job share application to this post.

Job purpose

To ensure that all internal and external areas of the building are clean, well maintained and secure and janitorial tasks are carried out with the appropriate resources and equipment in a safe and efficient manner. To carry out semi-skilled building repairs and maintenance tasks using hand and power tools necessary to affect repair, decorate and install fixtures and fittings as required. To support anyone using the church with the necessary access to Audio Visual Systems (training and a rota are available for this function)

80 hours per month, 52 weeks per year

9:00-11:00am Monday- Friday (core hours) with the balance being made up to meet the fluctuating demands of the Church. There is a requirement in this post to work evenings and weekends.

Salary range: £9:52-£10:50 per hour according to experience.

The successful candidate will also benefit from a 10% non-contributory pension.

Please contact Justine Turton on administrator@stpetersoundle.co.uk or 01832 275675 for further information and an application pack. For more information about our church please go to our website

www.oundlestpeters.org.uk

Closing date: 12:00pm on Friday 11th May 2018

Interview date: Monday 21st May 2018