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Application Pack

Post applied for:

Caretaker

Closing date for applications:

26th September 2025

Please type or complete the form in black ink and return to:

Ian Crowe

Building and Services Manager

Yeovil Community Church, The GateWay

Addlewell Lane

Yeovil

BA20 1QN

ian.crowe@yeovil.cc

**Yeovil Community Church**

**Job Description**

**Post title:** Caretaker

**Employer:** Yeovil Community Church

**Primary location:** The GateWay, Addlewell Lane, Yeovil BA20 1EH

**Salary:** £12.60 per hour, £9875.25

**Hours:** 15 hours a week as standard

The GateWay is increasingly popular as a venue for local organisations, and *additional* hours may be available to provide cover for such evening & weekend events.

**Probationary period:** 3 months

**Accountable to:** Building & Services Manager (B&SM)

**Summary of the Role**

* A committed, practical, organised, individual to work on a flexible, part-time basis to support the work of YCC in the GateWay and to perform a wide range of duties related to the use of the building and its maintenance, keeping the building clean, safe and functional.
* The role will provide an essential service, supporting ministries in the GateWay and our desire to be good stewards of the building.
* Good communication with all users of the building is important as we seek to serve all those who use the GateWay. In addition to its own activities, the Church makes it premises available to various outside groups and the GateWay is in use every day of the week, including some evenings, for a range of meetings and activities.
* Self-motivated, flexible, a great team player but able to work effectively unsupervised when required.
* Able to prioritise workload and manage time effectively, good practical skills, take pride in looking after the GateWay, willing to learn about and implement H&S policies.
* Work under the supervision of the B&SM and will have daily/weekly/monthly schedules of duties and other tasks depending on the activities taking place in the building.
* The post holder will work in a Christian environment and, therefore, it will be necessary to have respect for the Christian faith, its values and be in sympathy with our church vision and mission, appropriate to this role.

**Main Purpose of the Role**

* Carry out day-to-day maintenance, minor repairs, upkeep, and daily tasks, connected with the building, surrounding car park, and garden area, as required and directed by the B&SM & reported issues. The premises need to be in a good state of repair.
* Follow a schedule of regular tasks that are key to the building functioning (outlined is a separate document).
* Supervise the times of day when the GateWay is vulnerable, ensuring rooms are prepared for the use of internal and external groups, including arranging furniture and equipment as required, and that all rooms are kept clean, tidy and safe before and after use, and equipment is stored away after its use.
* Ensure equipment is maintained in good working order and liaise with the B&SM concerning the need for contractors, as required.
* Ensure that alone working, manual handling and working at height safety procedures are adopted where necessary.
* Liaise with the B&SM regarding stock control of cleaning products, etc.
* The Caretaker must also be willing to be contacted at home in the event of an emergency, along with other keyholders.
* The post holder may be required to perform duties other than those listed above, which are provided as examples only.

**Person Specification – Essential Skills and Abilities**

* Understanding of H&S.
* Observe safe working practices in performing the duties of the role.
* A minimal understanding of electrical and plumbing in maintenance work.
* Perform basic maintenance and repair functions.
* Ability to manage own workload.
* Climb stairs and do medium to heavy work including lifting and moving of furniture, reaching all areas of the building without assistance.
* Communicate effectively, having sufficient basic literacy and numeracy skills, and be able to give and follow instruction, both written and verbal.
* Have good interpersonal skills and be able to work with and encourage a team of volunteers.
* Be motivated, and proactive in the care and maintenance of the buildings.
* Work independently with minimal supervision.
* Understanding of IT and the ability to use Microsoft products, or willingness to learn.
* Be willing to undertake any training necessary for the role and CPD.
* A satisfactory Enhanced Disclosure is required from the Disclosure and Barring Service.

**GUIDANCE NOTES**

Please fill in the application form clearly by typing or using black ink to avoid any misunderstanding. If you have any queries about completing the form, please don’t hesitate to get in touch using the contact details above.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Previous surnames:**  (e.g. maiden name or where any previous change of name/s. |  |
| **Current Address:** |  |
| **Previous Address**  (if resident at current address for less than five years, please provide any previous addresses during this period. Continue on a separate sheet if necessary.) |  |
| **Contact Phone Number** |  |
| **Email Address** |  |
| **National Insurance Number:** |  |

**EMPLOYMENT HISTORY**

**Name and Address of Present Employer**……………………………………………………………………………….

………………………………………………..…………………………………………………………………………………………..

…………………………………………………...………………………………………………………………………………………

**Date of Appointment** ……………………………………………………………………..

**Finishing Date (if applicable)** ……………………………………………………………

**Reason for leaving Post** …………………………………………………………………..

**Length of Notice required** ……………………………………………………………….

**Position Held** ………………………………………………………………………………….

Please give a brief description of your current duties, including with whom you are involved and any position of responsibility you have held:

*(You may wish to include a copy of your present job specification)*

**PREVIOUS EMPLOYMENT** – *please complete in order of most recent first.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Position Held** | **Areas of Responsibility** |
|  |  |  |  |  |

**EDUCATION, QUALIFICATIONS AND TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from**  **MM/YY** | **Date to**  **MM/YY** | **School/College/University** | **Qualifications and Grades achieved.** |
|  |  |  |  |

**ANY RELEVANT TRAINING COURSES ATTENDED**

|  |  |
| --- | --- |
| **Date** | **Course and level if appropriate** |
|  |  |

**OTHER INTERESTS**

Please give details of any other activities or interests you have.

**SUITABILITY**

Please tell us why you have applied for this position and what strengths you would bring to the role. Please demonstrate how you meet the criteria for the experience, skills and abilities and personal qualities that we have set out in the job description.

ADDITIONAL INFORMATION

Are you undergoing or expecting to undergo any medical treatment that will affect

your work? Yes/No (if the answer is yes, please give details below)

………………………………………………………………......……………………………………………………………..

………………………………………………………………......……………………………………………………………..

Candidates invited for interview will be assessed during the selection process, to demonstrate they have the necessary skills and that they are suitable for the role.

If necessary, during the interview process candidates will be asked questions that relate to safeguarding and promoting the welfare of children, as well as their protection. A DBS check may be required.

TO BE SIGNED BY ALL APPLICANTS

I confirm that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of my subsequent contract of employment.

Providing false information is an offence and could result in:

* The application being rejected
* Dismissal if the applicant has been selected

Unless the nature of the position allows the church to ask questions about an applicant’s entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.  We ensure that all those who are involved in the recruitment process have been suitably advised to identify and assess the relevance of circumstances of offences.

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked ‘Confidential’.

I understand, too, that any offer of employment may be subject to satisfactory medical and legal clearance.

We have a ‘Recruitment & Equal Opportunities’ policy, which is made available to all applications at the outset of the recruitment process, which is in line with the CRB Code of Practice (available on request). Criminal records will not necessarily bar a candidate from employment.

It is expected that applicants should provide any information relating to criminal convictions of anyone living at the same address.

Signed ………………………………………….. Date…………………………………..

REFEREES

Please provide two referees as the Church will need to contact previous employers as part of the verification process if you offered a position. One referee should be your current or most recent employer. Where the post involves working directly with children and you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will not be accepted from relatives. Personal friends are accepted as referees but for one reference only. We will contact previous employers ‘in writing’ to obtain written references, which may be verified by a follow-up telephone call.

|  |  |  |
| --- | --- | --- |
|  | First Referee | Second Referee |
| Name |  |  |
| Address |  |  |
| Tel. No. |  |  |
| Relationship to the Referee |  |  |

Enclosures:

1. Job Description
2. Application Form
3. Recruitment & Equal Opportunities Policy
4. DBS declaration form

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**SELF DECLARATION FORM FOR A POSITION REQUIRING A BASIC DISCLOSURE**

**STRICTLY CONFIDENTIAL**

*As an organisation, we undertake to meet the requirements of the Data Protection Act 1998, General Data Protection Regulations 2018, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.*

*As the GateWay building is open to children, youth and vulnerable adults, applicants are asked to complete this form and return, to the Recruiter, in a separate sealed envelope.*

Do you have any convictions or conditional cautions considered **unspent** under the terms of the Rehabilitation of Offenders Act 1974?

**Yes  / No** (please select)

If yes, please give details including the nature of the offences and the dates.  You can provide details of the reasons and circumstances that led to the offence(s) on a separate sheet if necessary.

Are you currently subject to any criminal investigations or pending prosecutions by the police which may have a bearing on your suitability for this position?

**Yes / No**  (please select)

If yes, please give details below, including the date of the investigation.

Have you ever been subject to formal action, disciplinary investigation/sanction or dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?

**Yes / No** (please tick)

If yes, please provide details, we will need to discuss this with you.

**Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?**

**Yes / No** (please tick) if yes, please give details.

**DECLARATION**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

consent to a criminal records check if appointed to the position for which I have applied.  I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the church responsible for processing disclosure applications if I become the subject of a police investigation or I am convicted of an offence after I take up any post within the church.  I understand that failure to do so may lead to immediate suspension or the termination of my employment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_