



CATHEDRAL MAINTENANCE OPERATIVE / HANDY PERSON

Vacancy Information



Peterborough Cathedral is one of the finest Norman cathedrals in England. Founded as a monastic community in 654 AD, it became one of the most significant medieval abbeys in the country, the burial place of two queens and the scene of Civil War upheavals. The wider estate includes the Cathedral Precincts and a number of additional buildings and properties, many of them listed, which surround the Cathedral. The upkeep and maintenance of the Cathedral, a Grade 1 Listed building and its estate is an ongoing process which requires passion, dedication and a significant budget.

The Role

The Cathedral is looking to recruit a full time Maintenance Operative to become an integral part of the Estates and Facilities team. Working closely with the Estate and Facilities Manager (EFM) your duties will include carrying out light joinery and carpentry work, general plumbing work, minor electrical work, painting & decorating, minor repairs to buildings and wall structures including roofing repairs. You will support the EFM in executing planned projects, sometimes working with external contractors. You will ensure all Cathedral machinery and tools are fit for purpose and kept in good condition. You will be required to carry out weekly and monthly maintenance checks such as fire alarm tests and emergency lighting tests as part of the Cathedral's regular maintenance schedule. You will also be required to service a wide variety of equipment keeping electronic log books as part of the ongoing maintenance record.

The role includes working both on the Cathedral itself and many of the Precincts' historic grade listed properties. You should therefore have significant experience in working on historic buildings, appreciate and have experience in using historic building techniques and have an understanding in the use of traditional building materials such as lime mortars.

Skills Required

Ideally you will be a multi skilled tradesperson with experience of working in many of the building disciplines. You will need to demonstrate a skilful, project based hands-on approach, have good physical stamina, and a strong technical building knowledge. You will be able to assess jobs quickly, make informed judgements and recommendations and then prioritise the work. An NVQ Level 3 Qualification, or equivalent in either plumbing or electrics would be an advantage. You need to demonstrate that you are confident working at height and understand basic roofing function. You should be familiar with carrying out risk assessments, method statements and implementing safe systems at work. Reasonable I.T capability is required to use internal systems, for example, creating and tracking job records, update service records and writing fault reports. The role includes having direct customer contact with tenants living and working in the Precincts properties. You will have excellent communication and customer relationship skills. We seek an individual who will relish the opportunity to work at Peterborough Cathedral and who understands the importance of preserving the historic buildings and green spaces we care for. You will report directly to the Estates and Facilities Manager who will be planning and discussing the weekly and monthly works programmes and maintenance schedules with you. As part of the wider Cathedral team you may be required to carry out other duties such as gardening, clearing rubbish and moving items and objects from site to site as required, particularly setting up for events.

Main Responsibilities:

- Carry out repair, maintenance and preventative works on the Cathedral, the Precincts properties and the Estate.
- Work proactively and reactively to the needs of the Cathedral, the Precincts Properties and the Estate keeping up high standards of housekeeping.
- Managing and overseeing scheduled services and routine tasks such as alarm testing, maintenance visits, including plant, vehicles and equipment and general waste management.
- Update records and log books to a high standard, electronically and in paper form.
- Support the gardening and security teams as the need arises.
- Act as an ambassador for the Cathedral and have good customer skills dealing with a wide range of visitors, pilgrims, tenants, contractors, etc.

Specific Responsibilities:

- Able to attend to general plumbing work such as fixing leaks, changing taps and washers
- Carry out light joinery and carpentry work.
- Check, inspect and maintain where possible electrical and mechanical systems around the estate. Identify external contractor requirements and report to line manager. Experience of PAT testing would be an advantage.
- Carry out small plaster repairs, tiling and be able to paint & decorate to a high standard.
- Perform basic masonry tasks including brick and stone repairs to walls and structure using lime mortars,
- Looking after machines, appliances and tools so that they are in a good state of repair and detect and report the need for major maintenance repairs while completing relevant maintenance logs.
- Conducting routine maintenance inspections of premises, including roof and parapet, fall arrest systems and drainage /guttering and gullies. Perform preventative maintenance work required.
- Carry out routine inspections, such as gas, water and electric meter readings completing the required records.
- Managing and liaising with contractors where necessary.
- Carry out any further duties as directed by the Estates and Facilities Manager.

Minimum Requirements:

- A minimum of 5 years' working experience in a similar role
- Experienced multi-skilled tradesperson.
- Experience of repairing and maintaining plumbing.
- Ability to work with hardware tools and power equipment.
- Extremely organized with good communication and IT skills.
- Able to work at height and at times in confined spaces.
- 5 GCSE's or equivalents including English and Mathematics.

Further information

All employees are required to abide by the Safeguarding policy, Health & Safety policies, GDPR and other general Cathedral Policies. All Cathedral employees are required to undertake all appropriate training as and when it becomes available. You may be required to undertake other tasks as necessary for the smooth running of the Cathedral, as directed by the Chapter through the Dean.

The Chapter of Peterborough Cathedral take the safety of everyone within the Cathedral very seriously and expects that everyone will work within the Cathedral safeguarding policy. In particular, the Cathedral expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Cathedral Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA. Peterborough Cathedral is an equal opportunities employer.

Disclosure and Barring Service: This role will be conditional upon receipt of a satisfactory DBS check.

What we can offer

As well as a beautiful working environment and the opportunity to work with a great team of people, we can offer:

- A salary £25,000
- Flexible working hours between 08.00 and 18.30
- Membership of the Cathedral's pension scheme
- 25 days holiday per annum plus public holidays
- Free on-site parking
- This is a permanent post, subject to satisfactory probationary period

The hours of work are 40 per week, typically Monday to Friday but the role may occasionally include some evening and occasional weekend work for which time off in lieu is given.

How to Apply

Applications should consist of a **completed application form and covering letter outlining key matching experience and rationale for applying for the post.**

These should be sent by email to: dean.pa@peterborough-cathedral.org.uk

For a confidential and informal discussion please contact the Cathedral's Estates and Facilities Manager, Tom Küpper, efm@peterborough-cathedral.org.uk, 01733 355306

The closing date for applications is Midnight Friday 26th February 2021