



JOB DESCRIPTION

Employer: Roman Catholic Diocese of Nottingham

Based at: St Mary's Catholic Church, 97 Ashby Road, Loughborough. LE11 3AB

Job Title: Premises Officer

Hours of work: Part Time: 2 morning per week for 7 hours – 9am – 12.30pm

Hourly Rate: £10.90 p.hr

Holiday Entitlement: 4 weeks p.a. Pro-Rata, in addition to 1.6 weeks Public Holidays

Line Manager: Fr Paul Gilham

Responsibilities:

- To ensure that the cleanliness and upkeep of all Parish buildings is maintained to a high standard. Those parish buildings are: The Priests House (Presbytery), Church, Parish Hall, and a former stable building that is now used as an office and storage room. This includes, but is not, exhaustive of the following:
- Day to day cleaning and tidying of the Parish Hall.
- To work with and supervise the volunteer Church cleaners.
- To ensure the Line Manager is advised of any maintenance repairs that may be needed in a timely manner to meet all required Regulations. This is particularly important as all buildings, apart from the parish hall are Grade II Listed and, in some cases, special permissions from the Diocese are essential before maintenance is carried out.
- Ensure fire alarms are tested weekly and emergency lighting is tested monthly.
- Maintain records and any relevant equipment for fire risk assessments, firefighting equipment (extinguishers / fire blankets etc.), environmental health and First aid equipment.
- Ensuring all Health and Safety Regulations are enforced and reported on.
- Liaise with contractors and consultants when necessary.
- To oversee the security for the whole site.

The role of Premises Officer requires a person to offer a range of skills appropriate to the role.

The following are the key requirements, although ongoing training is available:

Desirable:

Previous experience in this field, including Health and Safety Regulations.

The ability to see how this role fits into the life and work of the Roman Catholic Diocese of Nottingham.

Essential:

Reliability.

To work on their own initiative and with minimal or no supervision.

The ability to work in collaboration with others.

Flexibility and adaptability to changing priorities.

For an Application Pack please contact Fr Paul Gilham or Louise Lambert on 01509262123. Please address your application to Fr Paul Gilham and post to St Mary's, 97 Ashby Road, Loughborough, Leics. LE11 3AB.

Alternatively, please email to: office@stmarysloughborough.org.uk The closing date is Friday 13th October 2023.