

ST EDWARD THE CONFESSOR, ROMFORD
JOB DESCRIPTION: PART-TIME CARETAKER

Reports to:

The line management for the post will be exercised by St Edward's Church Vicar and the Churchwardens or in their absence a member of the Parochial Church Council (PCC).

It is expected that regular meetings will take place with the Vicar and/or a member of the PCC, to ensure that tasks and priorities remain aligned with the overall needs of the Church.

Location:

St Edward the Confessor Church and the Wykeham Centre, Market Place, Romford RM1 3AB.

Purpose of the Role:

The main purpose of the role is to support the Vicar and Churchwardens in the day-to-day management of St Edward's Church and the Wykeham Centre, by maintaining the good order and cleanliness of St Edward's Church, Church House & Wykeham Centre through the occasional duties listed at Annex A and the regular cleaning duties listed at Annex B.

At evenings and weekends, there may be a requirement to close the church, the Wykeham Hall or Church House for out-of-hours bookings (1900 onwards).

Behaviours:

St Edward's Church prides itself on being a welcoming church – we expect all representatives of the church to behave in line with our ministry and values.

We are particularly looking for someone who can act independently, can demonstrate integrity, honesty, and can demonstrate good interpersonal skills.

Process:

Please provide an up-to-date CV outlining your skills and experience for this role.

Please send your application to: office@stedwardsromford.com For the attention of Jo Sheppard

We would also ask you to provide two references (one can be a character reference and one from previous employment). On receipt of your CV, you may be invited in for an interview.

We will seek references and for our key roles we do require a DBS check both of which will be sought before employment.

Closing Date: 5pm 4th August 2025

ANNEX A

Caretaking Tasks for the Church and Wykeham Centre:

1. We work closely with a wide range of volunteers both internally and externally to the Church. Our volunteers can assist with various tasks such as cleaning, gardening and other maintenance activities. We would expect the successful candidate to work well with all volunteers and where appropriate, organise and coordinate working patterns in collaboration with the Vicar and/or PCC members.
2. Clearing weeds, leaves and litter in the Car Park and Churchyard as required.
3. Booking contractors for routine maintenance visits, conducting routine minor repairs in the church and Wykeham Centre, liaising with the Nursery over maintenance issues, checking the maintenance book in the Wykeham Hall, clearing low-level gutters.
4. Managing the church and Wykeham Centre heating and lighting.
5. Moving furniture as required (e.g., Crib, Easter Garden, Christmas/Summer Fair), arranging furniture for services, etc.
6. Conducting a visual check of the church fabric and churchyards and reporting issues.
7. Security: reporting anti-social behaviour in the church or churchyards.
8. Preparation and clearing away of AV equipment and seating for: School Services (approx. 6 pa), Concerts (approx. 6 pa) and similar events.
9. Opening up and locking of church premises in the absence of the Vicar/Parish Administrator.
10. The flexibility to accommodate the occasional special event on Sundays.
11. The successful candidate is an ambassador of St Edward's Church, therefore, we expect you to undertake these duties with a positive mindset and support us in providing an environment where everyone feels safe and welcomed.
12. This is not an exhaustive list, and other specific duties may be directed by the Churchwardens / Father Jordan / PCC members.

Private Rental

The Wykeham Hall or Church House may be booked for private functions and parties which often take place out of hours or at weekends, in which cases there may be a requirement to open and/or close the Wykeham Hall for such bookings.

ANNEX B

Cleaning Tasks for the church

2 days in the week

Empty waste bins in the Nave.

Chemically clean the toilet bowl, seat and washbasin.

Replenish toilet rolls (2 in each holder & one on the shelf).

1 day in the week

Wash the sanctuary floor, the aisles in the Nave, beneath the Gallery, and the Baptistery.

Vacuum the Children's Corner, Lady Chapel, Choir Vestry corridor, Sacristy & Servers' Vestry.

Polish the push-plates on the South, West & Choir Vestry Doors, spray clean glass door-panels.

Wipe over windowsills, remove any head-height cobwebs.

Empty the bins in the Servers' Vestry & the Choir Vestry.

Wash the toilet floor.

Monthly

Clean the skirting boards and ledges with the appropriate cleaning agents, materials and wiping cloths.

Use the long-reach brushes to remove cobwebs & dust from the arches in the Nave, Sanctuary, & Lady Chapel.

Removing vestments, deep clean the Sacristy, including the light fitting.

Vacuum and dust the Gallery.

2. Cleaning tasks for the Wykeham Centre & Church House

Two days per week

Vacuum the carpet in the Red Room.

In the Hall and downstairs toilets (adjacent to the Blue Room) chemically clean the toilet bowls, seats and handbasins.

Replenish the toilet rolls (two in container, one on the shelf).

Once per week

Chemically wash the hall floor and wipe down the tables.

Vacuum the offices and the lobby to the Hall.

Wash the Hall landing & stairs, hall kitchen, downstairs' kitchen & café floors.

Empty the bins in the lobby, café, kitchen & offices.

Polish the mirrors, ensure the Hall female sanitary pads bin is emptied and the gents' urinals clean.

Remove oily and greasy marks including finger-marks from doors and walls.

Ensure the tables in the café are wiped clean.

The Hall Kitchen surfaces, cabinets will be cleaned, wiped and polished and the floor cleaned.

Monthly

Ensure that the furniture, ledges, skirting boards, radiators, shelving, fixtures and fittings, etc. are left dust-free in the Hall, Red & Blue Rooms and the Café and arrange to wipe clean all surfaces in the Offices.

Deep clean the Church House Kitchen.