



St Peter's Bentley PCC

Role Description: Verger
16 hrs per week.

The Verger is responsible for the day to day running of the Church buildings. This includes the church, the community hall and the Town End Community Hub. We are proud of our buildings and the Verger will ensure that they look for visitors being responsible for cleaning and routine maintenance.

They will also grow relationships with our hall users to understand their needs and feedback their thoughts to the PCC.

Main purpose of the role

- A To ensure that our church buildings are clean and inviting for visitors and users at all times.
- B To ensure that routine maintenance tasks, such as portable appliance testing, gas safety checks and so on are carried out according to the timescales.
- C To work with volunteers and others to ensure the churchyard is kept clean and tidy.
- D To build relationships, particularly with our Hall Users at the Community Hall, ensuring they feel welcome and valued.
- E To manage hall bookings and payments using our online booking system.

General Responsibilities as a member of the staff team, including:

- Complying personally with the safeguarding policies in place and ensuring compliance by members of the children and families team.
- Attending staff meetings and other meetings as required
- Preparing for and participating in regular supervision
- Undertaking training.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The postholder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time in full consultation with the postholder to meet the needs of the Church.

You do not need to be a practising Christian to undertake this role, but you will need to be comfortable with the ethos of the Church. Behaviour that undermines this could lead to disciplinary action being taken.

General Terms

We offer five weeks holiday per year, plus an allowance for Bank Holidays (because this role is part time). In 2024, we are also offering a day off on your birthday and paid leave during the Christmas shutdown in addition to your normal holiday. We also offer membership of a non-contributory pension scheme. We will contribute 8.5% of your salary each month and the pension scheme also offers a death in service benefit of twice your annual salary.

This post is in band 2 so the salary starts at £9,785. (£21,406 Full Time divided by 35 times 16)

Particular Terms

This role doesn't have set days, the 16 hours will need to be split across the week in such a way that you can get to know the hall users and ensure the hall is clean and tidy. You will also need to be able to travel between the church site and the Town End Community Hub.

Cleaning is integral to the role, and, as such, you will need to be physically able to sweep, mop, clean and empty bins.

Person Specification

Job Title: Verger (Caretaker/Cleaner)

Criteria	Essential	Desirable
Qualifications/attainments		GCSE English
Relevant experience		Cleaning Caretaking Using online tools Working in a faith environment Working flexibly
Skills & competencies	Working alone Problem solving Friendly and firm attitude Takes pride in their work Trustworthy Reliable communicator	