

**Maintenance Supervisor**

**25 hours per week, weekday mornings**

£22,500 per annum pro rata (£15,000 actual)

A maintenance supervisor is required to take responsibility for day to day buildings and grounds management of the Retreat Centre site and associated properties and facilities.

The role will involve caretaking and maintenance work and overseeing specialist professionals. The tasks will include setting up meeting rooms, moving furniture, general DIY, decorating, landscape gardening, performing small repairs and commissioning and overseeing specialist external contractors working on site.

The successful candidate will be responsible to the Chief Executive. The role requires someone enthusiastic, reliable and committed with a good level of DIY and gardening skills. They should be energetic, flexible and able to work with other staff as part of a team.

A strong sense of health and safety and a commitment to making a safe working environment is essential. Some working at height will be required. Due to the nature of the work, it is essential that the postholder has a good level of physical fitness and general health.

Hours: 25 hours per week, usually weekday mornings from 8am to 1pm. Some flexibility will be expected. Time off in lieu or overtime can be available.

Applications by CV and Covering Letter to

Marguerite Hutchinson, Chief Executive, St Columba’s House, Maybury Hill, Surrey GU22 9DE, marguerite@stpetersconvent.co.uk

For a job description visit our website www.stcolumbashouse.org.uk

Closing date for applications: 29th October 2018 interviews Monday 5th November 2018

**Registered charity in England and Wales No. 240675**