

St Peter's Charity

Job Description

Gardener/Handy Person

Accountable to:	Maintenance Co-ordinator
Salary range:	£11.28-£12.30 per hour (FTE £22,000-24,000 actual £11,731-£12,792)
Liaises with:	This role is line managed by the Maintenance Administrator but will also liaise with: the Chief Executive, the Financial Controller, the Programme Co-ordinator, Front of House Administrators, catering and housekeeping staff, bank staff.
Hours:	20 hours per week. The hours will usually be worked mornings Monday- Friday 8.30am to 12.30pm. Some flexibility will be required for which time off in lieu or overtime payments can be arranged at the approval of the Chief Executive. Annual holiday entitlement is 28 days pro rata.

About the Charity and this role:

St Peter's Charity runs St Columba's House Retreat and Conference Centre on Maybury Hill in Woking. We also own 6 residential properties which are tenanted by a mixture of charitable and commercial lets.

We welcome guests both nationally and internationally to experience our Christian hospitality. The House has 9 meeting rooms and two chapels together with 26 bedrooms. The gardens at St Columba's House are attractive wooded spaces with mature trees, shrubs, a pond and lawns together with a vegetable patch and a herb garden. There are multiple garden seating areas around the retreat house.

This role will be the only gardening post on our staff team and is vital in ensuring that the gardens surrounding St Columba's House are well maintained and developed, that rooms are set up correctly for guest usage and that simple maintenance tasks are undertaken and completed to a good standard.

Key tasks:

1. Gardens and grounds

- Ensuring the gardens and grounds of St Columba's House and relevant residential properties are kept in good order. This will involve tasks such as;
 - lawn mowing
 - leaf blowing
 - weeding
 - pruning,
 - jetwashing
 - pond clearing
 - leaf clearing
 - salting and gritting at appropriate times
 - cleaning and renewing signs
 - maintaining external lighting
 - weatherproofing garden buildings and garden furniture
 - putting out and putting away of garden furniture at appropriate times
 - planting
 - composting
 - watering pots
 - litter picking
- Maintenance and regular cleaning of the roof terrace garden at St Columba's House
- Maintaining the garden of a residential property which is the residence of a charitable beneficiary of the charity.

2. Preparation of Rooms at St Columba's House

- Ensuring that rooms are laid out daily to clients' requirements as set out in the weekly briefing sheets. This may involve moving chairs and tables and other equipment such as screens and flip charts. Occasionally moving beds, garden furniture and other pieces of furniture will be required. Some verbal changes at short notice at guests' requests will also be occasionally required.

3. General Maintenance

- **Planned**
 - Regular maintenance works such as clearing gutters, keeping paths and patios clean, window cleaning, etc
 - Building flat pack furniture, installing new items of furnishings
 - Moving and disposal of furniture and other items as part of renewal works
 - Taking items to the tip
 - Ensuring access to our residential properties for other tradespeople
- **Preventative**
 - Ensuring that equipment and furniture is stored in a safe and accessible manner.
 - Ensuring that garden machinery and other equipment is in full working order and regularly maintained.

- **Repair**
 - General odd-job duties including changing of lightbulbs, building flat pack furniture, hanging pictures, simple repairs and making good both on the St Columba's House site and within the 6 residential properties owned by the charity. This will involve some working at height.
 - Litter picking
- Communicating with both the Front of House and Housekeeping teams to ensure that works are quickly identified and remedied at St Columba's House and that they are done in such a way as to minimise disruption to the house.
- Other maintenance and repair jobs as needed within the candidate's skill set.

4. Health and Safety

- Ensure that the health and safety policy of the Charity is followed at all times.
- Report and rectify any health and safety hazards.

5. Training

The following training will be provided and the postholder will be expected to gain certification including the following:

- Fire safety
- First Aid
- Working at Height
- Legionella awareness
- CosSH
- Safeguarding level 2

6. Other

- The postholder will report progress regularly to the Maintenance Administrator.
- As the postholder will interact with vulnerable tenants, and will occasionally interact with our guests, a full DBS check for both children and vulnerable adults will be required for this role.
- Any other appropriate tasks that may from time to time be delegated by the Chief Executive.
- There are opportunities for interested staff to develop special interests that will enhance the work of St Columba's House, provided that the general duties of the post continue to be achieved.

7. Hours of work

- It is expected that the postholder will work across 5 days per week, usually weekdays, although some weekend and evening work may occasionally be required for which time off in lieu or overtime payment will be made.
- It is expected that the postholder will usually begin work by 8.30am, although some flexibility in hours may be needed to meet the needs of our guests.

- Time off in lieu or overtime payment may be available at the discretion of the Chief Executive.
- It is recognised that there will be some emergency works needed as issues arise which will often be done outside the usual working hours and for which time off in lieu or overtime payment will be arranged at the discretion of the Chief Executive.
- This job is subject to a three month trial period. Notice of one week can be given on either side during this trial period.
- Following successful completion of the trial period the notice period for this post will be 1 month.

8. Holiday entitlement, pension and benefits

- Annual holiday entitlement is 28 days pro rata.
- St Columba's House staff are automatically enrolled into an individual pension plan with the People's Pension on completion of their trial period. Staff can opt out of this pension scheme.
- St Columba's House staff are entitled to a discount on bookings at St Columba's House.

9. Person Specification

- The postholder should be a friendly team player with a helpful demeanour and a caring manner.
- A good verbal communicator.
- An ability to prioritise and manage time effectively.
- An experienced gardener.
- Preferably some experience of basic DIY or trades skills.
- Able to take and follow instructions both verbal and/or written
- The post will require significant physical activity including lifting and working at height, so a very good level of fitness and strength will be necessary.
- Strong sense of health and safety.
- As this role is physically demanding, the postholder will need to be physically fit in order to fulfil the role.
- A full enhanced DBS certificate for children and adults at risk will be required
- A full driving licence and your own car would be an advantage.
- As this is a part time role the employment contract is not exclusive and the postholder may have another employer or work on a self employed basis during non-working hours provided that this does not impinge on the fulfilment of this role.

MH April 2022

St Peter's Charity is a registered charity in England and Wales number 1177879 and a company limited by guarantee, registered in England number 11142467