



Caretaker – Church House

Full-Time (35 hours per week)

Diocese of Newcastle

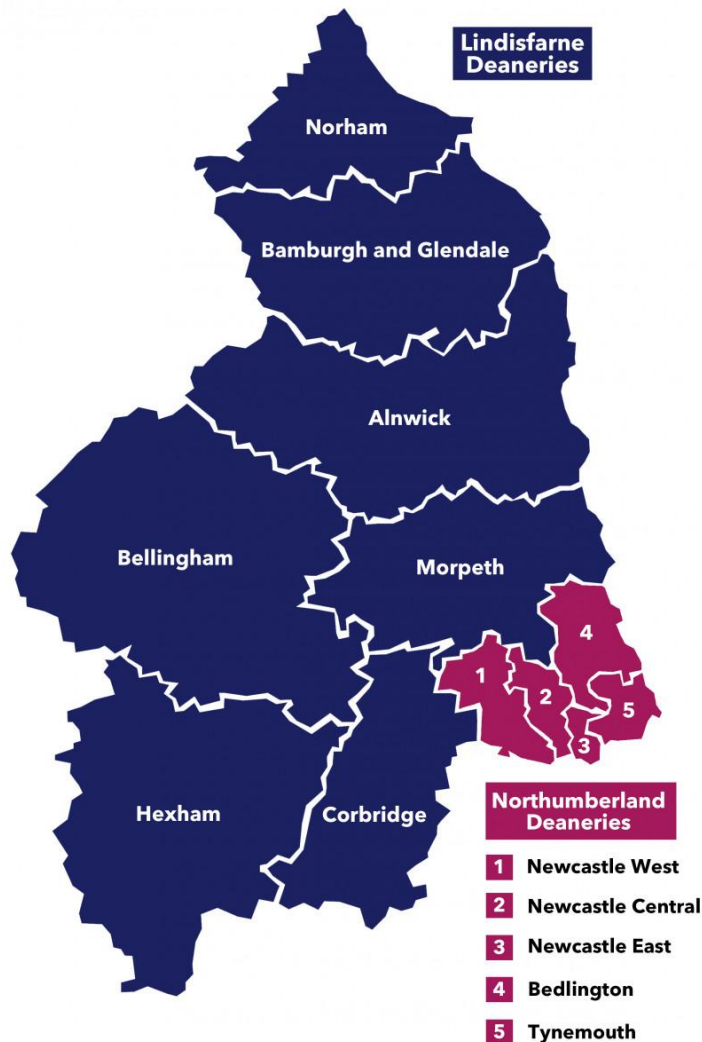


Diocese of Newcastle

www.newcastle.anglican.org

Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity. Registered in England number 650977. Registered office: Church House, St John's Terrace, North Shields NE296HS.

Introduction to the Diocese of Newcastle



The Diocese of Newcastle is the Church of England's most northerly diocese. Formed in 1882 the Diocese covered an area almost equivalent to the then County of Northumberland. With **168** parishes across **2,110** square miles the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria. The **12** deaneries within **2** archdeaconries (Lindisfarne and Northumberland) serve a population of **831,600** people across a variety of communities ranging from sparse rural to market towns, suburban and larger inner-city areas.

A current cohort of **107** stipendiary, **26** self-supporting clergy and **43** Readers under the episcopal leadership of our diocesan bishop, the Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe are resourced by a team of lay and ordained officers who support the development of mission and ministry across the Diocese of Newcastle. A small administration team is based at Church House, North Shields. This is also the base for the Joint Education Team and Joint Communications Team (both serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a well-stocked Religious Resources Centre.

Location

This post will be located at: Church House, St John's Terrace, North Shields NE29 6HS. The postholder is required to live in the on-site accommodation in a three bedroom bungalow with garage and garden.

Key responsibilities

Church House at North Shields houses: (i) the administration which supports the mission of the Church of England across the Diocese of Newcastle; (ii) the Joint Education Board for the Dioceses of Newcastle and Durham; (iii) the Lindisfarne College of Theology; and (iv) the Resources Centre. Church House has a number of meeting rooms to support the work of committees, groups and other bodies and the grounds include car parking areas and gardens.

The Caretaker will be responsible for maintaining the building and grounds at Church House, St John's Terrace, North Shields and to carry out day to day security, cleaning and other on-site duties. The Caretaker will:

- Live in provided accommodation on-site
- Opening, closing and securing Church House and grounds on normal working days and on occasional Saturdays as required. The normal pattern for opening and closing is 08:00hrs to 18:00hrs but evening meetings often extend beyond 18:00hrs.
- Cleaning Church House and attending to the grounds using an agreed schedule of works which includes grass cutting and leaf maintenance.
- Arranging, with the line manager, security / cleaning cover for holidays and other absences.
- Carrying out any minor repairs and maintenance using an agreed schedule which includes roof inspections.
- Arranging for contractors to carry out on-site maintenance and repairs, including annual inspections for PAT testing, fire extinguishers and fire and security systems.
- Testing fire alarms (weekly)
- Monitoring the fabric of the building and the grounds and advising the Diocesan Secretary about defects to the building and grounds.
- Management of security system including responsibility as first response keyholder.
- Management of the central heating system.
- Facilitating preparation of meeting rooms including moving furniture and assistance with information technology requirements.
- To carry out other reasonable duties as required.

Note: The Job profile summarises the nature of the post and the broad range of responsibilities, but is not an exhaustive description and does not form a term of the contract of employment.

Person Specification

Essential Criteria Qualification & Training	• Understanding and adherence to COSHH regulations • Understanding and adherence to Health & Safety Legislation
Skills and Aptitudes	• Ability to use Microsoft Office applications including Word, Outlook and Excel. • Ability to manage workload and to work with little supervision • Ability to carry out minor maintenance including the use of power tools • Ability to maintain grounds including gardens, lawn areas, boundary fencing • Ability to use information technology, lap top computers and meeting room virtual meeting technologies. • Ability to use equipment relating to meeting rooms, cleaning, fire safety, security • Ability to use mechanical equipment (for example lawnmower, strimmer, power wash) • Manual handling • First Aid • Fire Marshall • Cleaning experience
Personal Qualities	• Able to demonstrate emotional maturity and deal with potentially challenging situations. • To be a good communicator, both face to face and in writing. • Empathy with the mission of the Church of England and the ability to demonstrate behaviours consistent with our values of seeking, sharing, and sending as we seek to enable more and different people to experience life to the full.

Terms of employment

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

Terms of employment

Salary	The salary during the probationary period is £23,255 per annum The salary after the probationary period is £24,479 per annum
Pension Contributions	Employees will be automatically enrolled into the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The Newcastle Diocesan Board of Finance contributes 10% of pensionable salary as an employer contribution to the Scheme (9.5% contribution and 0.5% life cover). This is a non-contributory Scheme and staff may voluntarily contribute to the Scheme if they wish to do so. Employees have a right to opt out of the Scheme after enrolment. There is an option for a member of the clergy to continue membership of the Clergy Pension Scheme by paying the difference in pension costs between the two schemes.
Hours of Duty	The post is offered as full-time post (35 hours per week). Hours to be mutually agreed. The post does require a flexible approach to hours. Overtime is not paid but time off in lieu is provided. Lunch and any other breaks are unpaid.
Annual Leave	The leave year runs from 1st January to 31st December. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays, plus an additional 4 days holiday approved by the Board. Part-time staff receive a pro rata allocation of leave which includes a pro rata of the public holidays and additional holidays approved by the Board.
Contract	The employer is the Newcastle Diocesan Board of Finance. The post is subject to a three-month probationary period.
Location	This post is located at Church House, St John's Terrace, North Shields NE29 6HS. Church House is located close to Percy Main Metro Station and other public transport options. There is parking available on site and access to Electric Vehicle charging.
Accountability and key relationships	The Caretaker is accountable to the Diocesan Secretary.

Terms of employment

	Key relationships include: the Bishops, the Archdeacons of Lindisfarne and Northumberland, the Diocesan Registry, the Diocesan Secretary and the Administrative Lead. There are no direct reports to the Caretaker.
How to apply	To arrange an informal conversation about the role please contact Chris Elder email: diosec@newcastle.anglican.org Applications are to be made through Pathways: Click here The closing date for the receipt of applications is 2nd September 2026 Interviews will be held in-person on week commencing 7th September 2026