

Heritage Maintenance Operative

Application Pack April 2021



Contents

- p3 Background Information
- 4 Job Description
- 5 Main Duties and Responsibilities
- 6 Person Specification
- 7 Main Terms and Conditions
- 8 How to Apply
- 9 Safeguarding

*“He who works with his hands is a laborer.
He who works with his hands and his head is a craftsman.
He who works with his hands and his head and his heart is an artist.”*

- St. Francis of Assisi

*The Chapter House of Wells Cathedral
Front cover: Wells Cathedral viewed from the South*

Background Information

About the Cathedral

Set in the heart of England's smallest city, Wells is the earliest English Cathedral built in the Gothic style. The Cathedral has an international reputation and is the recipient of several Tourism Excellence Awards. Known as England's most poetic Cathedral, Wells has deservedly gained an enviable reputation for its lovingly maintained Gothic architecture, its music and, prior to the Covid-19 pandemic, welcomed some 290,000 visitors each year as well as the 150,000 or so people, drawn from local, national and international audiences, who come to the Cathedral for services, concerts, lectures and a wide range of other special events and activities. Plans are in place for reintroducing the full range of activities again as soon as government restrictions allow, currently May 17, 2021.

More details may be found on the Cathedral's website: www.wellscathedral.org.uk

About the Works Department

The Works Department is essential to the work of Wells Cathedral. The present Cathedral building dates from the 1180's and the Works Department's role in its continual conservation and repair is crucial. Also, the Cathedral Estate includes Vicars Close, the oldest mediaeval street in Europe continuously occupied for its original purpose, housing the Cathedral's Choir. As a Heritage Maintenance Operative you will be playing a vital role to ensure the Cathedral and Vicars Close are here and in good repair, for future generations to enjoy.

The Works Department is led by the Cathedral's Clerk of the Works and there is day-to-day supervision of both the quantity and quality of the work by the Yard Supervisor. The Cathedral is also intending to introduce an apprentice scheme in the medium term.

Full training will be given in the use of all machinery and equipment, as well as bespoke requirements for working on listed buildings.

Job Description

Post: Heritage Maintenance Operative

Key purpose of post:

As part of the Yard team, to work co-operatively and/or autonomously to provide reactive and planned maintenance services throughout the Fabric and Estate, ensuring all works are carried out in a manner suitable to comply with all relevant Cathedral procedures and statutory legislation and in keeping with historic Listed buildings.

Location: Wells Cathedral, Masons Yard, Palace Green, Wells, Somerset. BA5 2PB

Reporting to: The Clerk of the Works

Hours of work:

Full-time; Monday-Thursday 8.00 a.m.-4.45 p.m., Friday 8.00 a.m. to 4.30 p.m.



Vicars' Close

Main Duties and Responsibilities

Specific duties and responsibilities:

- To carry out all maintenance and repair works to ensure the Cathedral Fabric and Estate are maintained to a suitable standard and quality, ensuring compliance with relevant legislation in accordance with the historic status and continued use of the buildings; all as instructed by the Clerk of the Works.
- To help deliver the maintenance schedule of work based on priority categories determined by the Clerk of the Works, and provide progress reports, timesheets, requests for materials and other information required to complete works to set programmes and budgets.
- To contribute trade knowledge and experience to the Yard team, to help identify and provide optimum solutions to any maintenance and repair issues and assist in establishing and maintaining best practice.
- To undertake all aspects of maintenance services, either independently, as part of the Yard team or in conjunction with external contractors as required, ranging from changing a light bulb to whole property refurbishments and including the collection of authorised materials from local suppliers.
- To report requests from clients and respond to instructions from the Clerk of the Works and then locate, investigate, troubleshoot and rectify maintenance issues, reporting and/or referring to the Clerk of the Works as appropriate.
- To execute and report completion of maintenance works in a cost-effective fashion, providing details of materials used and any outstanding works still required as requested.
- To be responsible for the security, care, cleanliness and upkeep of Cathedral premises as applicable, in particular the Yard facilities, tools and equipment and any areas within which works are being undertaken. This will include ensuring locking up and setting alarms is undertaken as applicable.
- If available, to respond to out of hours emergency call-outs should the need arise.

General duties and responsibilities:

- To communicate with team members and liaise with employees, residents and other stakeholders, as required to execute duties, maintain good working relations and promote the professionalism of the Yard team.
- To comply with the Cathedral Health and Safety Policy and pay due care and attention to your own and others safety, reporting all accidents, near misses and unsafe occurrences to the Clerk of the Works.
- To undertake any other duties as may reasonably be required by the Clerk of the Works or Yard Team Supervisor.

Person Specification

Qualifications and Experience

Essential:

- Experience of maintenance and repair works to a variety of materials and buildings.
- NVQ, City & Guilds 6706 or equivalent qualification/apprenticeship/experience in a construction related trade.
- Basic construction experience in a variety of trades, such as roofing, plumbing, decorating, plastering etc.

Desirable:

- Knowledge of current Health and Safety at Work regulations and responsibilities.
- Experience of working in a church, public or charitable organisation and/or multi-building estate.
- First aid trained.

Skills and Abilities

Essential:

- Ability to use various power and hand tools, including workshop equipment.
- Ability to efficiently and effectively deal with Line Manager (Clerk of the Works) and Team instructions and requests.
- Ability to think of creative solutions to problems if they occur.
- Ability to know when to report problems to more senior staff if they occur.

Desirable:

- Ability to work on a variety of sites and at height.
- Working knowledge of a variety of fixtures and fittings associated with maintenance, including M&E components, would be an advantage.
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Work-related Personal Qualities

Essential:

- Able to work autonomously or as part of a team.
- Able to plan and organise own work to set deadlines.
- Able to work co-operatively with colleagues of different disciplines.
- Good oral communication skills and a polite demeanour at all times.

Desirable:

- Interest in historic buildings and/or building conservation techniques.
- Willingness to undertake training either as part of CPD or Health and Safety requirements.

Main Terms and Conditions

Hours of Work	Full Time; 38.5 working hours per week Core Yard hours are 8.00 a.m. until 4.45 p.m. Monday to Thursday, and 8.00am until 4.30pm Friday, with a one hour lunch break each day.												
Salary	£20,869 per annum												
Pension	Defined Contribution Scheme. Contributions as % of salary: <table><thead><tr><th>Age</th><th>Employee</th><th>Employer</th></tr></thead><tbody><tr><td><50</td><td>3%</td><td>5%</td></tr><tr><td>50-55</td><td>4%</td><td>8%</td></tr><tr><td>>55</td><td>5%</td><td>10%</td></tr></tbody></table>	Age	Employee	Employer	<50	3%	5%	50-55	4%	8%	>55	5%	10%
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>55	5%	10%											
Holiday	Five working weeks per calendar year plus bank holidays, each pro rata. The holiday year runs from 1 January to 31 December.												
Location	Wells Cathedral, Wells, Somerset. BA5 2PA												
Expenses	All reasonable working expenses will be met in line with Cathedral policy.												
Probation	This post will be subject to a probationary period of 6 months.												

How to Apply

Queries

We hope you find this pack provides all the information you need in order to consider your application for this post. If, however, you have any further questions please email recruitment@wellscathedral.uk.net and we will arrange for the right person to speak to you.

Applications

Applications must be received by **12 noon on Friday, 14 May 2021**.

Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources, either by post to Wells Cathedral Offices, Chain Gate, Cathedral Green, Wells, Somerset. BA5 2UE, or by email to recruitment@wellscathedral.uk.net.

Shortlisting

Short listing will take place on **Monday, 17 May 2021**. To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

All applicants will be notified of the outcome of the shortlisting process.

Interview

These will take place in the Works Department Offices, Wells on **Friday, 21 May 2021**. Further details regarding the selection process will be communicated at the time applicants are invited for interview. The appointment will be subject to satisfactory references.

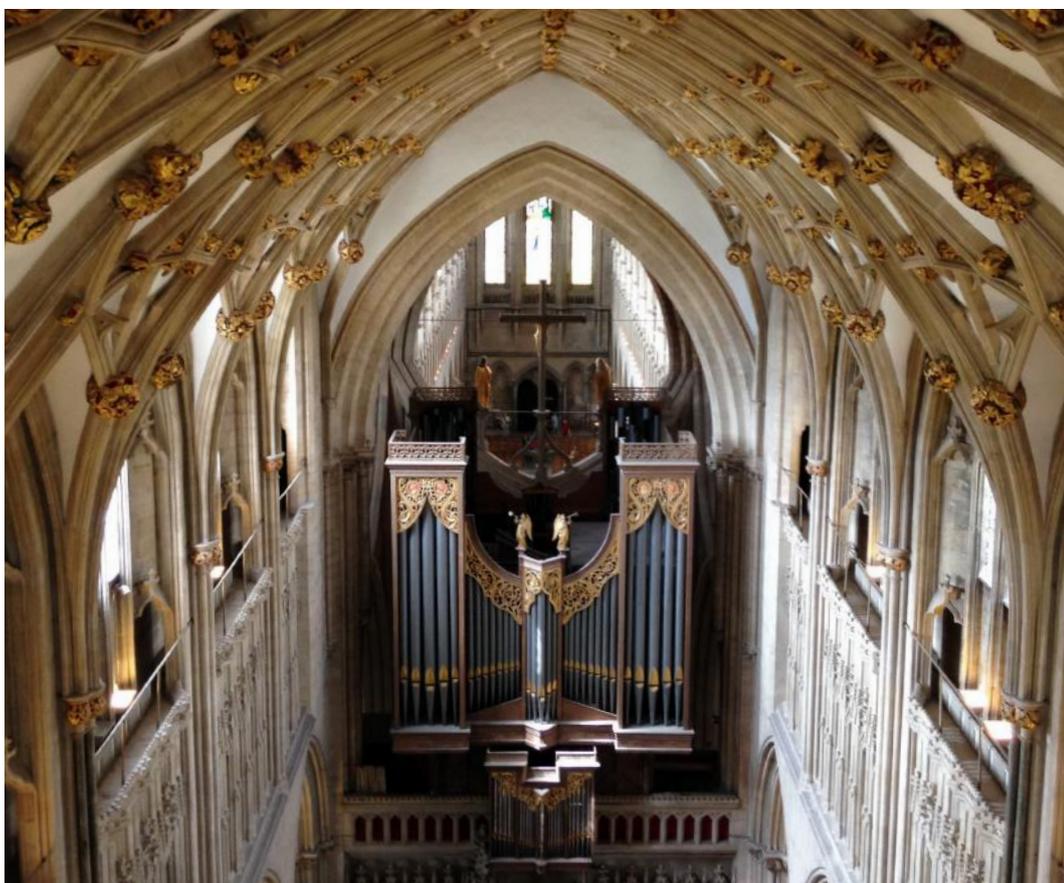
Should you decide to apply for this post we look forward to receiving your application.

Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our Churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/ appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the Data Protection Act 1998.



Spectacular views from the Jesse Window looking West



A medieval mason's mark in the Cathedral stonework



Discover more online:
wellscathedral.org.uk

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-  @wellscathedral
-  @wellscathedrall
-  Wells Cathedral