



Information Pack

Heritage Maintenance Operative

May 2022



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About the Cathedral

Wellsprings of Life

Set in the medieval 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 world class music, and its Ministry of Welcome to 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.

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is one of England's most beautiful and compact cities, built around the beautiful Cathedral of St Andrew. Its picturesque surroundings include a charming market square and high street, the Bishop's Palace, and the magnificent Vicars' Close, the UK's oldest medieval street still used for its original purpose.

Underpinning the life, worship, and ministry of the Cathedral is a diverse organisation where a lot is achieved with modest resources. It oversees and delivers a broad and diverse tapestry of activities which includes a world class

choir, a works and estates department, a team of virgers, a library and archives, a programme of education, learning, and outreach, finance, HR, and administration functions, volunteer management, and trading companies. Funds to support the Cathedral as a place of worship and mission (involving maintaining our buildings, supporting those in liturgical roles, clergy, musicians and lay staff, and enabling the Cathedral buildings to be open to all every day of the year) come from a variety of sources. These include congregational giving, legacies, income from visitors, sums generated by trading activities, income from investments and property, donations from fundraising appeals by individuals, trusts and foundations, as well as through the generous support of the Friends of Wells Cathedral, the Wells Cathedral Trust, the Wells Cathedral Preservation Trust, and the Wells Cathedral Chorister Trust.

How we are governed

The Chapter is the governing body of the Cathedral and, with The College of Canons and the Cathedral Council, form the "body corporate" of the Cathedral. The Chapter sets the strategic direction for the Cathedral, and orders its worship and mission. It also has responsibility for care and maintenance of the Cathedral and its estate. Chapter meets formally 11 times a year.

The Works Department

Wells Cathedral is one of the great cathedrals of England. The present building dates from the 1180's having been extended and modified through the centuries.

As well as maintaining the Fabric of the Gothic cathedral building, the Chapter (the principal governing body) has responsibility for an Estate including Vicars' Close, the Dean's Lodging, and the modern houses currently occupied by four Canons.

Whilst the Cathedral is in generally good condition, there is an on-going need

for maintenance. A major development programme was completed in 2009, which added extra facilities to the Cathedral. However, during that programme, resources (money, staff and time) were largely focused on the Cathedral building, which has meant that a backlog of work has built up to the Estate.

The majority of the work on the Fabric of the Cathedral and the Estate is undertaken by an in-house Works Department ('Yard') maintenance team under the leadership of the Clerk of the Works.



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 to Thursday: 8.00am-4.45pm; Friday: 8.00am-4.30pm)

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, including the collection of authorised materials from local suppliers

(continued overleaf)

- 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 required by the Clerk of the Works or Yard Team as appropriate to the post holders position and competence

Person Specification

Qualifications, Knowledge, and Experience

Essential

- Experience of carpentry fabrication, 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 training

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

Work-related personal qualities

Essential

- Able to work autonomously without direct supervision 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

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 8.00am-4.45pm (Monday to Thursday) and 8.00am-4.30pm (Friday), with a one hour lunch break each day.

Remuneration

Salary of £21,741 per annum

Parking

Parking space is available in the Cathedral car park

Holiday

Five working weeks per calendar year plus bank holidays, each pro rata.
The holiday year runs from 1 January to 31 December.

Pension

Option to join the defined contribution scheme. Contributions as % of salary:

Age	Employee	Employer
<50	3%	5%
50-55	4%	8%
>55	5%	10%

Location

The Cathedral, Wells

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

Applications

Applications must be received by **5.00pm on Friday 17 June 2022.**

A completed [Application Form](#) and [Equal Opportunities Monitoring Form](#) should be returned to the Human Resources Administrator by email: recruitment@wellscathedral.org.uk.

Shortlisting

Shortlisting will take place on **Monday 20 June 2022.**

Applications will be reviewed on a rolling basis, and suitable candidates may be invited to interview, and an appointment made before the closing date.

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. Information provided on the application form will be viewed by HR, the recruiting manager and interview panel.

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

Selection process

Interviews will take place on **Monday 27 June 2022..**

Further details about final interviews will be communicated at the time, recognising the impact of Covid-19 restrictions which may be in place. The role will be subject to satisfactory references and a satisfactory DBS check.

Further information

We hope you find this pack provides all the information you need in order to consider your application for this post.

If you have any questions or would like an informal conversation about the post, please contact Jez Fry, Clerk of the Works, by email: jez.fry@wellscathedral.org.uk

Safeguarding

Wells Cathedral is committed to the safeguarding and protection of children, young people, and adults. 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; and
- Adhere to safer recruitment legislation, guidance, and standards.

Further information can be found in our Safeguarding Policy available on the Cathedral website: **wellscathedral.org.uk**

All applicants are required to complete a Confidential Declaration Form as part of our recruitment process. 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 General Data Protection Regulation within the Data Protection Act 2018.

Images courtesy of Iain MacLeod-Jones, Jason Bryant & Jason Budd