

All Saints Parish Rooms
Parish Rooms Supervisor



Background Information

The Parish Rooms were established over 100 years ago to be used by the local community for local activities. They are set in the village of Cheadle Hulme near Stockport. It is a vibrant village with a variety of amenities and links to trains, motorways and Manchester Airport. All Saints Church is situated opposite the Parish Rooms.

The Parochial Church Council (PCC hereafter) are the Committee responsible in running All Saints Church and are the managing trustees, have developed a new role for the Parish Rooms which combine caretaking and administration to oversee the use of the building.

The building is two storeys with a hall, which includes a stage, and various other rooms in varying sizes. Due to the nature of the building, it has many uses. There are currently two shops that rent space to trade. Other groups such as Slimming World, Pilates, Children's dance and theatre groups, hire the property on a weekly basis. The rooms are occasionally used as by groups for one off purposes such as birthday parties.

Due to the variety of uses of this building the PCC are seeking to employ a **PARISH ROOM SUPERVISOR**, in a part time role. The Parish Supervisor will be responsible for all administrative tasks in the hire of the Parish rooms. They will be responsible for preparing rooms ready for hirers and cleaning the premises to a high standard

As the usage of the Parish Rooms increases, we are aware that in the future change in the structure of the building will be required. This is a long-term plan and one that will be developed over the coming years. We are not expecting the supervisor to oversee this project but will be expected to give an overview as to how the building is used.

Job Description



Job Title: Parish Rooms Supervisor

Reports to: Vicar of All Saints Church

Salary: £15,120/ £12p/h

Hours of Work: part time – 25 hours per week
[Flexible hours Mon-Sat]

Normal Place of Work: All Saints Parish Rooms, Church Road, Cheadle Hulme, SK8 7JB

Job profile: The Parish Supervisor will be responsible for all administrative tasks in the hire of the Parish rooms. The Parish Supervisor will be responsible for preparing rooms ready for hirers and cleaning the premises to a high standard.

Principal duties:

- Process bookings, including raising invoices and managing the Parish Rooms Diary
- Prepare rooms for users and clearing away once the hirer has finished.
- Clean rooms and facilities, such as the kitchen and toilets, to a high standard
- Responsible for liaising with gas and electricity suppliers.
- To undertake training as required
- Such other duties as the management may from time to time require

Closing Date: 30th September 2021

Note – this Job Description does not form part of your Contract of Employment

Overall purpose of the post:

The Supervisor's role is to assist the PCC of All Saints Church in the operation of the building and administrative tasks to provide a service to users of the building.

Principal duties:

- To perform administrative tasks in relation to hire of the building. This will include organizing bookings; liaising with hirers and send invoices for payment; preparation of the rooms; maintaining a diary, and routine maintenance.
- To ensure the building is clean to a high standard.
- To report to the Vicar of All Saints Church usage by hirers and condition of the Parish Rooms.
- To follow Parish Rooms policies and procedures, particularly health and safety within the building
- To undertake training as required
- Such other tasks as the Management Committee may from time to time require.

An Enhanced Disclosure from the Disclosure and Barring Service will be required for the post-holder.

NOTE - THIS JOB DESCRIPTION DOES NOT FORM PART OF YOUR CONTRACT OF EMPLOYMENT

**All Saints Parish Room
Parish Rooms Supervisor**

Person Specification

Essential

These experiences, skills and qualities are essential requirements of the post:

Ability to communicate well - verbally and in promoting activities
Ability to relate to a range of people and situations
Administrative and organisational skills
High degree of enthusiasm, honesty and reliability
Sympathetic to the aims of the Parish Rooms
IT skills

Desirable

Ability to monitor and evaluate
Understanding of and commitment to community development



Application Form

Application for the post of Parish Rooms Supervisor

Please complete and post this form to: Rev Sarah Hancock, All Saints Vicarage, 27 Church Road, Cheadle Hulme, SK8 7JL or email: vicar@allsaintsheadleulme.org.uk

Completed application forms must be returned by: **30th September 2021**

Please write or type clearly using black pen, in order that this form can be photocopied

Where did you hear about this vacancy? _____

NAME:

ADDRESS:

.....

.....

EMAIL:

PHONE NUMBER (daytime):

PHONE NUMBER (evening):

At least one must be your current or most recent employer.

Please indicate the capacity in which you know the referees.

1	2	3

- 1 May we approach this referee for a reference now? **YES/NO**
- 2 May we approach this referee for a reference now? **YES/NO**
- 3 May we approach this referee for reference now? **YES/NO**

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

Dates		Name and address of employer	Job title and summary of duties	Reason for leaving
From	To			

Dates		Place of study	Qualifications attained
From	To		

Relevant Qualifications (if applicable)

Do you possess a car? YES/NO Do you possess a full driving licence? YES/NO

Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space.

Please continue overleaf

Rehabilitation of Offenders Act

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. [However, this post is **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'.]

Have you ever been convicted of a criminal offence? Yes / No

Do you have any criminal charges or summonses pending against you? Yes / No

Having a criminal record will not necessarily bar you from working with us.

Health: Please specify any special access requirements you may have in order to attend interview.

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the General Data Protection Regulation.

Signed: _____

Dated: _____

CONFIDENTIAL



Equal Opportunities Monitoring Sheet

POST: Parish Rooms Supervisor

The All Saints PCC aims to be an equal opportunities employer and service provider, irrespective of race, gender, age, disability, sexuality, etc. In order to monitor the effectiveness of our equal opportunities policy, we ask all job applicants to provide the information below.

This information will be used solely for effective evaluation purposes. It is held confidentially and separately from all other material.

1. I identify my gender as Male Female Non-binary
 Prefer not to disclose

2. Age Less than 35 36-49 50+

3. Disability Do you consider yourself to have a disability?
 Yes No

4. Ethnic Origin What do you regard as your ethnic origin?

White	<input type="checkbox"/>	Asian Indian	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Asian Pakistani	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Asian Bangladeshi	<input type="checkbox"/>
Mixed Heritage	<input type="checkbox"/>	Asian Chinese	<input type="checkbox"/>
Other	<input type="checkbox"/>	(please specify)	