Greyfriars Church

SITE MANAGER

Application closing date: 30th November
Interviews: 3rd December

Thank you for considering the role of Site Manager at Greyfriars, Reading.

We are a vibrant, gathered church in the centre of Reading - a growing town with a diverse civic population drawn from many different cultures and faiths. Our church is lively and missional and we have a history of planting out and resourcing other churches across the town and further afield. We have a developing ministry to refugees and asylum seekers and a thriving children's and youth ministry.

The Site Manager plays a key role in ensuring that all Greyfriars buildings, grounds, and facilities are safe, clean, secure, well-maintained and welcoming for worship, ministry, staff, tenants, visitors and community activities. The post-holder will oversee the day-to-day management of the church site - including cleaning standards, maintenance coordination, contractor supervision, room setups, stock control, site presentation and building security.

We pray that God leads and guides you as you discern if this is the right post for your life and ministry. We welcome informal conversations with interested candidates, so please do be in touch about the role if you'd like to discuss.

Rachel Bedford, Vicar

rachel.bedford@greyfriars.org.uk



Job Description

JOB PURPOSE

The Site Manager plays a key role in ensuring that all Greyfriars buildings, grounds, and facilities are safe, clean, secure, well-maintained and welcoming for worship, ministry, staff, tenants, visitors and community activities. The post-holder will oversee the day-to-day management of the church site - including cleaning standards, maintenance coordination, contractor supervision, room setups, stock control, site presentation and building security.

Employer: Greyfriars Church Parochial Church Council (PCC)

Salary: £33k p/a (3 days per week pro rata)

Role Reports to: Operations Manager

MAIN ROLES AND RESPONSIBILITIES

Site and Facilities Management

- Take overall responsibility for the cleanliness, presentation, safety and day-to-day management of the Greyfriars site.
- Ensure all buildings and facilities are maintained to a high standard and remain welcoming, functional and safe.
- Carry out regular site inspections and proactively identify maintenance, repair or safety issues.
- Coordinate routine and reactive maintenance work across the site.
- Liaise with contractors and service providers to arrange repairs, inspections, servicing and statutory compliance work.
- Monitor the quality of contractor work and ensure works are completed satisfactorily.
- Maintain records relating to maintenance, servicing schedules, compliance checks and repairs.
- Oversee the opening and closing of buildings and ensure site security procedures are followed.
- Manage access arrangements for staff, contractors, hirers and visitors where required.

Cleaning and Site Presentation

- Oversee the cleanliness and presentation of church buildings and external areas.
- Line manage and support cleaners, ensuring cleaning schedules and standards are maintained.
- Carry out cleaning duties where necessary, including hoovering, mopping, dusting, toilet cleaning and waste removal.
- Ensure the church and other spaces are cleaned and reset following Sunday services, events and midweek activities.
- Monitor cleanliness standards throughout the day and respond promptly to spills, urgent clear-ups or other issues.
- Ensure toilet facilities remain clean, stocked, and well-maintained across the site.

- Manage cleaning supplies and consumables, ensuring adequate stock levels are maintained.

Grounds and External Areas

- Oversee the upkeep of grounds, gardens, pathways, entrances and car parks in partnership with the Facilities Assistant and contractors where appropriate.
- Ensure outdoor areas are clean, safe and presentable at all times.
- Coordinate seasonal and preventative maintenance tasks relating to external areas.

Health & Safety and Compliance

- Carry out regular health and safety walk-arounds and risk assessments across the site.
- Ensure hazards, defects, and concerns are addressed promptly and reported appropriately.
- Support compliance with fire safety, building safety, safeguarding and health and safety regulations.
- Assist in maintaining compliance records, accident logs and safety documentation.
- Ensure safe manual handling and safe working practices are followed by staff, volunteers and contractors.

Teamwork and Management

- Work collaboratively with the Operations Team and wider church staff team.
- Provide supervision and day-to-day coordination for cleaners, volunteers, and contractors.
- Attend staff prayers, operations meetings and other meetings as required.
- Be able to offer pastoral support and signposting to persons in need on the site
- Be a visible, approachable, and helpful presence on site for staff, visitors, tenants, and congregation members.
- Where appropriate, signpost individuals requiring pastoral support to the ministry team or appropriate agencies.
- The Site Manager will provide day-to-day line management, supervision, and support for the Facilities Assistant and will oversee the work of cleaners, volunteers, and external contractors, helping to maintain a safe, welcoming and well-managed environment across all Greyfriars sites.

Other Requirements

- Work flexibly within the scope of the role to support the ministry objectives and vision of the church.
- Occasional evening and weekend work will be required.
- Participate fully in the life of the staff team, including prayers and meetings.
- Carry out additional duties appropriate to the role as reasonably requested by the Operations Manager.
- There is a GOR that the post-holder is a practising Christian.

PERSON SPECIFICATION

Essential

- Problem solving experience in facilities, site, premises, caretaking or building management.
- Experience supervising cleaners, contractors or maintenance work.
- Strong understanding of health and safety within a buildings environment.
- Ability to identify and resolve practical site and maintenance issues.
- Strong organisational skills and ability to manage multiple priorities.
- Good communication and interpersonal skills.
- Ability to work collaboratively and build positive working relationships.
- Reliable, trustworthy, proactive and self-motivated.
- Willingness to work evenings, weekends and occasional Saturdays as required.
- Physically able to undertake manual handling and a highly mobile role.

Desirable

- Experience working within a church, charity, school or community setting.
- Knowledge of compliance requirements relating to buildings and facilities.
- Basic DIY or maintenance skills.
- First Aid or Fire Marshal training.

Personal Attributes

- Friendly, approachable and servant-hearted.
- Takes pride in maintaining welcoming and well-organised spaces.
- Calm and flexible under pressure.
- Observant and proactive in identifying issues.
- Committed to supporting the life, mission and ministry of the church.
- Reliable, responsible and dependable.