



Emmanuel

Faith, Hope and Love in West Wickham
(part of the United Reformed Church Family)

www.emmanuelww.org.uk

Where everyone is warmly welcome

Job Title: Part-time Caretaker (Job Share)

Location: Emmanuel URC, The Grove, West Wickham, Bromley, Kent BR4 9JS

Hours: Thursday 0730 to 1530, Fridays 0900 to 1700 including 1 hour lunch break
(with flexibility to do occasional additional hours, and occasional holiday cover on other days of the week)

Salary: £14.80 per hour (London Living Wage)

Emmanuel is seeking a reliable and friendly person for caretaking, cleaning and setting up and clearing rooms for our hall hirers and church groups.

The role involves regular interaction with our hall users, visitors, and church members, so the ideal candidate will have patience and good communication skills. The role requires lifting and carrying tables, chairs and equipment.

The part-time caretaker will work alongside our longstanding caretaker (working Monday to Wednesday), church staff and volunteers.

How to apply

Please read the job description and person specification, complete the application form and return it by email to finance@emmanuelww.org.uk or by post:

FAO The Treasurer, Emmanuel URC, The Grove, West Wickham, Bromley, Kent BR4 9JS

Closing date 17th July 2026

Interviews w/c 27 July 2026

Introducing Emmanuel

Emmanuel URC has been established on its present site at the heart of the suburban 'village' of West Wickham since 1929. We are blessed with having fairly large, well maintained and versatile church premises, with a range of rooms and halls, mainly on one level, with car parking, a green space to the front, and an open quiet garden managed for nature to one side. Many of the rooms are let to community groups through the week. Emmanuel strives to be an open, inclusive, and welcoming community, for all people.

Part-Time Caretaker – Job Description

Purpose of the Role

To keep the church premises clean, tidy, welcoming, safe and secure.

Principal Responsibilities and Duties

- Opening up the premises
- Cleaning and maintaining cleanliness during the day
- Setting up and putting away tables, chairs and equipment as required
- Light gardening including mowing, litter clearing and leaf sweeping
- Minor repairs and maintenance inside and out
- Welcome and assist hall hirers, church members and visitors, with any queries or issues

Part-Time Caretaker – Person Specification

Ability to interact in a warm and welcoming way with users on the premises, those from Emmanuel and the wider community

Reliable and able to manage own work unsupervised

Ability to work as part of a wider team alongside other staff and volunteers

Awareness of the importance of safeguarding and health & safety, and willingness to complete all necessary training requirements

Willingness and availability to work flexibly where necessary

Ability to tackle basic DIY type work would be considered beneficial

Outline Terms and Conditions

- Initially the appointment is for 1 year with potential for extension
- Paid holiday – 28 days pro rata as arranged with the line manager including statutory holidays
- Pension – a workplace pension will be offered
- Appointment will be subject to a Basic DBS disclosure and the taking up of two references
- Appointment will be subject to the satisfactory completion of an induction programme and a three-month probationary period. 2 weeks' notice is required from either party during the first month of employment and thereafter one months' notice is required, or less if mutually agreed.