



Exeter  
Cathedral

# *Grounds Maintenance Assistant Application Pack*

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Cathedral

## **Job Description**

**Job Title:** Grounds and General Maintenance Assistant

**Department:** Works

**Reporting to:** Maintenance Foreman

**Hours of Work:** 35 hours per week

**Salary:** £23,619 FTE

**Contract Type:** Permanent full-time or part-time.

### **Background to the role:**

The Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's seat which is the symbol of his authority. The Cathedral is run and managed by the Chapter, supported by the Council and the College of Canons.

### **Purpose of role:**

We are looking to recruit a friendly, self-motivated, hardworking, and reliable Grounds and General Maintenance Assistant to help care for Exeter Cathedral Green, our gardens as well as assist with general maintenance tasks across the Cathedral Campus.

### **Duties include:**

- Litter picking daily on Cathedral Green, seasonal gritting, and overall site presentation.
- Lawn cutting Cloister Garden and other properties (not Cathedral Green)
- General grass maintenance particularly the new turfs laid after the Christmas Market
- Clearing leaves across the site, shrub maintenance
- Sweeping & Watering
- General maintenance duties across the campus
- Any other reasonable duties as requested by your line manager.



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## Candidate Profile

### Essential:

- Experience of both working on your own and being part of a small team.
- Good time management and able to self-motivate.
- Experience of working in a busy public environment.
- Effective communication skills and an adaptable and flexible approach to work.
- Strong work ethic and can-do attitude.
- Understanding of Health and Safety (training will be provided)
- Must be in sympathy with the ethos of the Anglican Church.



*Photo by Sebastian Christopher*



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## **Working for us**

### **Working Pattern**

Ideally, we are looking for someone who wants a full-time role however are happy will work full-time but we can offer a part-time.

### **Annual Holidays**

The holiday entitlement is 30 days per year including public holidays. If you are required to work on a public holiday, you will be entitled to the equivalent time off on an alternative day, to be agreed with your line manager.

### **Pension Scheme**

The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).

### **Discounts**

All employees receive a 10% discount on purchases made in our Shop and Café and complimentary tickets to our in-house concerts.



*Photo by Emma Solley*



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## About Exeter Cathedral

A vibrant community hub and a world-class heritage destination, Exeter Cathedral has been at the heart of Devon for a thousand years. Now, as then, it offers a refuge for reflection and a place for prayer - as well as stage for artists, performers, and musicians. It has witnessed a fascinating history and remains home to a living Christian faith, a place for learning and a retreat for relaxation. Exeter Cathedral is, at once, a centre of innovation and of ancient treasures, telling stories of the past while carefully conserving them for the future. Innovatively sharing its secrets to welcome a new generation.

## Our Values

At Exeter Cathedral, we are committed to and will courageously pursue being:

- Welcoming to all
- The best we can
- Open and listening
- Fair and respectful

## Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

## How to Apply

Please complete the application form, available on our website, <https://www.exeter-cathedral.org.uk/>, and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your curriculum vitae, if you wish.

**Applications should be sent by email or post to:**

Alysha Keers, HR Generalist & Volunteer Co-Ordinator, 1 The Cloisters, Exeter, EX1 1HS



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Tel: 01392 255573, Email: [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

**The closing date for applications is 26 April 2024, 12 Noon.**