



Exeter  
Cathedral

Careers



Floor Manager  
*Application pack*



**Title:**

Floor Manager

**Reporting to:**

Senior Floor Manager

**Hours of work:**

Part time, from 16 hours/week upwards

**Salary:** From £12.21 an hour

**Contract type:**

Permanent

**Location:**

Exeter Cathedral



## Purpose of the role

To work as part of the Floor Management team to ensure that the Cathedral is operated effectively and presented appropriately at all times.

## Background

Exeter Cathedral is a diverse organisation working to meet the needs of a wide community. It is a working church, in the Anglican tradition, and looks to enrich the spiritual development of those who choose to worship here. We are also a major South West tourist and events destination welcoming over 100,000 tourists every year and hosting over 100 events.

This important role will ensure Exeter Cathedral maintains its professional visitor welcome and complies with all relevant legislation.



# Duties and responsibilities

- Accessing the Artifax diary system enabling preparation and set up of resources needed for the daily requirements of the Cathedral for services and events. This includes, but is not limited to:
  - Chairing - Cathedral and other areas
  - Reserving parking
  - Tables
  - IT

Clearing the above mentioned resources away when the hire has finished.

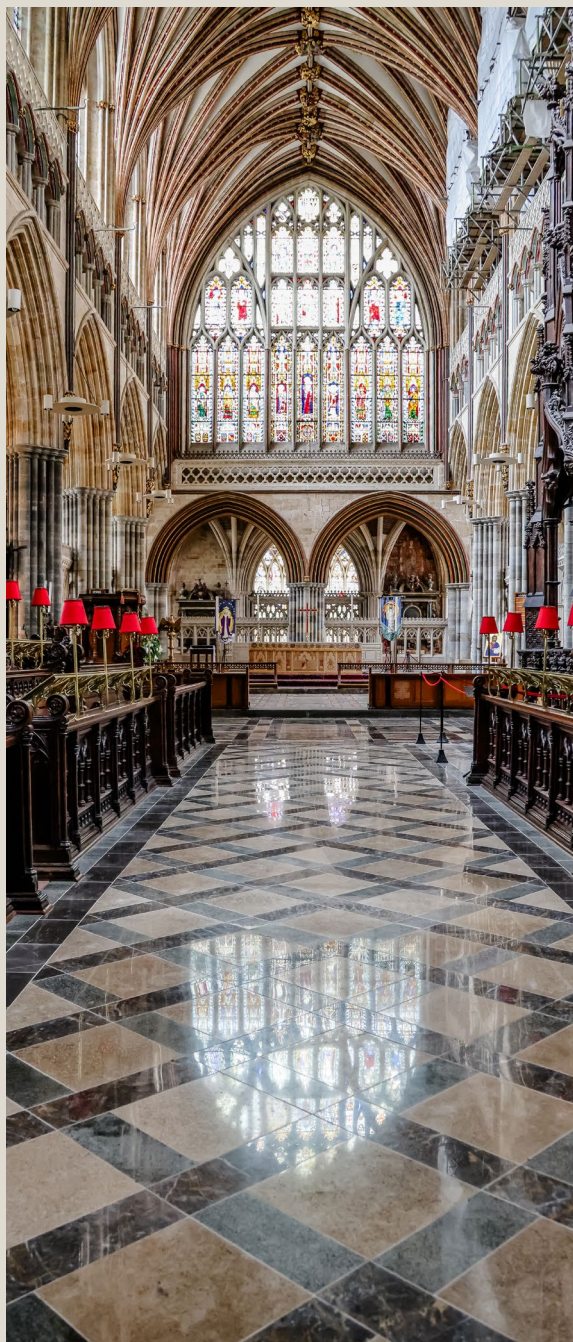
- Opening the Cathedral to Visitors in the morning and closing the Cathedral at the end of day, ensuring security of the precincts, checking that all external doors and gates are secure.
- Being a security presence on the 'floor' of the Cathedral and the wider campus, throughout the working day, ensuring the ongoing security integrity of buildings and maintenance of fire exits.
- Assist in the maintenance of good order throughout the Cathedral and its precincts and ensure that decorum is maintained within the Cathedral at all times.
- Liaising, supporting and facilitating the public and other groups within the premises.
- Providing a visible presence/response to deter (and confront where necessary) individuals engaging in anti-social behaviour or who may have an intrusive or disruptive purpose.
- Ensuring the Cathedral is presented to a high standard at all times, reporting issues to the appropriate department as necessary.







- Operating the Cathedral fire alarms, and testing them every week for the Cathedral and wider campus. Adopt command and control in an emergency situation, liaising with the Emergency Services as appropriate. Taking control in the event of an alarm activation including evacuation of the Cathedral and wider campus, if necessary.
- Working with our Events Team to manage all events.
- Responding to, and managing any, accidents or emergencies in the Cathedral and the wider campus whilst on duty.
- Managing keys and radios, including areas that have restricted access.
- Raising and lowering flags on the tower as necessary.
- Liaising with the Works Department regarding contractor access to the Cathedral, ensuring that all contractors comply with Health and Safety requirements and only access approved areas.
- Closing the Cathedral and wider campus at the end of the day.
- Any additional duties as required.



## Candidate profile

This role requires the post-holder to work flexibly in a close-knit team. Excellent situational judgement and an ability to think quickly and clearly under pressure and in an emergency are also required. A positive can-do attitude is also essential.

### Essential:

- A flexible approach with a positive outlook
- Personable and a good communicator
- Ability to work as part of a small close-knit team
- SIA accreditation - it is a requirement of the role that you hold SIA qualification. Training will be provided if necessary
- First aid qualification - it is a requirement of the role that you hold a first aid qualification. Training will be provided if necessary
- Knowledge of Health and Safety (training will be given)
- Knowledge of Fire alarms and evacuation (training will be given)
- IT literate
- Excellent standard of personal presentation
- Knowledge of sound systems and CCTV operation (training will be given)

### Desirable:

- Experience of working in a Church or Cathedral environment
- Language (French and/or German would be an advantage)



## 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.

Appointment is subject to clearance from the Disclosure and Barring Service at the Enhanced level.

## Working Pattern

This is a part time role with a minimum of 20hrs a week. The rota may vary but you should expect to work some weekends and Bank Holidays also late nights when events are being held. Please indicate your availability on the application form including any days where you are unable to work. This role operates 7 days a week throughout the year.

## Annual Holidays

The holiday entitlement is 30 days per year (pro-rata) 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.

## Benefits

- Exeter Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- Childcare Voucher Scheme.
- Holiday entitlement - 30 days including Public Holidays per annum pro rata.
- 10% discount in our shop and café
- Complimentary tickets to our in-house concerts (limit applies)



Exeter  
Cathedral

## How to apply

Please complete the application form, available on our website at:  
[exeter-cathedral.org.uk/about-us/vacancies](https://exeter-cathedral.org.uk/about-us/vacancies)

and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your CV.

For an informal conversation about this role please email:

[vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

Applications can be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Email: [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

The closing date for applications is Monday 28 July, 12 noon. We are seeking to appoint the role immediately and therefore the closing date may end sooner

Thank you for your interest in this role.

We look forward to hearing from you!