



CHANDLERS FORD Methodist Church

Winchester Road, Chandlers Ford Hampshire SO53 2JG

Person Specification: Property Manager/ Maintenance Officer

Location: Chandlers Ford Methodist Church, Winchester Road,
Chandlers Ford Hampshire SO53 2GJ Telephone 023 8026 0128

	Essential	Desirable	Method of assessment
Education & Training			
Educated to GCSE level or equivalent	X		Q
Formal technical qualification in a relevant trade		X	Q
Proven Ability			
To have the necessary manual skills to maintain premises, fixtures and fittings to a high standard	X		A, I
Ability to understand and operate heating system controls		X	A, I, E
To be comfortable with using IT and online services and with writing brief summaries and reports	X		A, I
Special Knowledge & Skills			
Working knowledge of Health and Safety regulations as they apply to church premises		X	A, I
A positive attitude to the work of the Church and its community		X	A, I
Able to identify tasks which must be referred to a specialist supplier	X		I
A good team worker but also willing to work alone	X		I
Able to work flexibly in mornings plus occasional evening committee meetings and weekends by negotiation	X		A, I
Able to keep premises clean and tidy to a high standard	X		A, I,
Any Other Requirements			
Able to climb two flights of stairs (no lift)	X		I
Satisfactory Enhanced disclosure from the Disclosure & Barring Service	X		Satisfactory DBS disclosure

Method of Assessment: A – Application form; I – Interview; E – Exercise; Q – proof of qualification certificates or transcripts

We reserve the right to assess any other aspects of the role in a format not previously described