



## Diocese of Plymouth

### VACANCY – Facilities Assistant

**Role:** Facilities Assistant – St. Boniface House

**Reporting to:** The Head of Property Services

**Location:** St Boniface House, Ashburton, TQ13 7JL

**Hours:** 21 hours/3 days per week starting at 8.30am with Friday ideally being one of the working days

**Salary:** £11.39 per hour £20,730.00 FTE for 35 hours (Actual Salary £12,438.00 pro rata'd per annum)

Do you want to work at a beautiful rural site close to Ashburton, Devon? Do you have property maintenance or caretaking experience? Are you good at working with other people including contractors? If so, you may be suitable for our Facilities Assistant role.

As part of the Property Department, the Facilities Assistant will be responsible for the day to day running and maintenance of both the buildings and grounds at St. Boniface House. The role requires a proactive and reactive approach to general routine repairs, good customer skills to support clergy and employees and a pride in the properties and their purpose.

Copies of the job description and application form are obtainable from the HR Department by emailing [recruitment@prcdtr.org.uk](mailto:recruitment@prcdtr.org.uk) or calling 01364 645383. Applications are by application form and covering letter. The last date for applications is Monday 21 March 2022 and interviews will be held during week commencing Monday 28 March 2022 at St Boniface House.

*Registered Charity No. 213227*