



Job Description

Job title	Caretaker
Reporting to	Facilities Manager
Staff responsibility	None
Location	Swindon based, with some travel to Bala (Wales) office

What we do

Around the world, we're translating, producing and distributing the Bible, helping people learn to read it and relate it to their everyday life, and equipping pastors, teachers and other Bible communicators to promote its message. In England and Wales, we're resourcing churches and individual believers to increase their confidence in the Bible and working to change the perception of the Bible in wider culture. We believe the Bible is God's gift to the world, and we want everyone to discover its message for themselves.

Summary of role

Deliver a range of day-to-day tasks and programmed maintenance jobs at all our sites as required. Oversee specialist maintenance companies, which provide a range of services throughout the year, whilst monitoring their performance and health and safety while on site. Monitor and record day-to-day safety in the workplace, paying particular attention to portable appliance testing and safety, slip and trip hazards and fire risks. Ensure the Swindon office security is always maintained.

Main responsibilities

Maintenance and repairs

- Carry out minor repairs and maintenance to a high standard
- Complete repairs to paintwork and decorating as required
- Undertake basic electrical, plumbing and carpentry repairs safely and competently, escalating to specialist contractors where necessary
- Perform minor scheduled machinery maintenance (e.g. servicing compressors, sharpening blades on guillotines and letter openers)

Planned and routine tasks

- Complete programmed work schedules within the building and grounds, meeting legal and operational requirements
- Conduct required weekly inspection checks and report issues as part of the planned maintenance programme
- Perform basic landscaping tasks as directed by the Facilities Manager
- Basic upkeep of outdoor areas – paths, car parks and bins
- Minor gardening duties

- Snow/ice clearance where required, including roofs of buildings
- Manage day-to-day warehouse organisation, including stock oversight, tidiness, cleanliness and pest control
- Quarterly visits to Mary Jones Pilgrim Centre, Bala to conduct repairs and maintenance as required. This could involve an overnight stay

Cleaning and waste management

- Support contract cleaners by ensuring toilet areas remain clean, tidy and well stocked throughout the day
- Remove waste and empty recycling bins weekly or as needed

Contractor and visitor management

- Greet and direct external contractors on arrival
- Monitor contractor safety and work quality while on site
- Ensure contractors provide appropriate method statements, risk assessments and relevant documentation

Facilities support and logistics

- Ensure meeting rooms, kitchens and public areas are serviced to high standards
- Assist with stock and equipment movement across teams as required
- Support structural and logistical requirements for events (e.g. marquee erection, pallet handling and stock rotation)
- Set up meeting rooms, including layout changes and supporting All Staff Gatherings where required

Building opening and closing

- Unlocking/locking the building at set times (between 7.30 am and 5.00 pm as per rota)
- Ensuring alarms are set correctly
- Checking the building is secure at the end of the day
- Be part of a seven-day, 24-hour call-out rota and occasionally undertake emergency call-out duties at the Swindon office

General

- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate fully in the corporate life of Bible Society by attending All Staff Meetings and departmental meetings as required

Who we need

Knowledge

- Good basic knowledge of health and safety in the workplace, including Manual Handling COSHH, LOLER, PUWER and related codes of practice
- Good knowledge of security procedures and ability to take responsibility as a key holder of the Swindon office, staying calm under pressure
- Good general understanding of utilities and ability to safely operate electricity, gas, water systems, plant and equipment
- Good knowledge of basic DIY skills, including grounds maintenance, machinery, carpentry, painting and decorating. Very competent in safely using tools associated with this work

Experience

- Some experience of identifying and fixing minor defects e.g. dents in walls and leaking taps etc.
- Able to develop skills appropriate to the role (e.g. PAT testing certification, PA operation etc.)

Skills

- Has been trained or has the ability to be trained in the use of a forklift truck
- Good housekeeping practice, covering cleanliness, tidiness and sanitary provision
- Trained and able to carry out manual handling tasks as required

Personal attributes

- Full UK driving licence or equivalent is essential to travel to our other sites
- Good problem-solving skills
- An eye for detail and pride in doing a good job
- Good interpersonal skills and able to interact confidently and clearly with all levels of the organisation and external contractors
- Self-motivated, able to work alone and identify any health and safety hazards throughout the building/grounds
- Able to take direction from the Facilities Manager and carry out all tasks to a high standard and in a timely manner
- Able to read and understand instructions and directions relating to policy, procedures, equipment and service manuals
- Able to communicate effectively with team members, staff, visitors and members of the public in the building

Culture and character

Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

Prayerful – we’re honest, attentive and humble, because we work in the sight of God.

Imaginative – we’re experimental, creative and dynamic, because we’re made in the Creator’s image.

Bold – we’re willing to work hard and face hard questions, because we trust each other.

Skilful – we study, learn and practise, making the effort to serve others with our best.

Joyful – we enjoy our work and seek to build others up, because we’re designed to flourish together.

Character

As well as recruiting for talent, experience and expertise, we’re interested in the character of our staff. We’d like to know how you demonstrate the following:

Character for leadership – you’ll be self-aware and know what it takes to connect well with others, enabling you to inspire, challenge and support them.

Character for teamwork – you’ll have strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

Character for followership – you’ll be committed to our vision and mission, and will constructively and proactively support these so we operate effectively.

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