



Part-Time Event Caretaker

About the role

All Saints Church is seeking a reliable, flexible and welcoming Part-Time Event Caretaker to help ensure the smooth running of a wide range of events. From concerts and community gatherings to meetings and special occasions, you will play a key role in making sure hirers are supported, the building is well presented, and events are delivered safely and professionally.

Working closely with the Operations Manager, you will act as a representative of the Church, overseeing event logistics, supporting hirers, and helping to maintain high standards of hospitality, safety and care. This role would suit someone who is confident working independently, enjoys working with people, and takes pride in creating a positive experience for all who use the building.

Line Manager: Operations Manager

Key responsibilities

- Meet and support hirers, acting as the Church's on-site representative during events.
- Oversee agreed event set-up and close-down arrangements, including furniture, staging and layout.
- Ensure hirers follow the terms of hire and use the building safely, professionally and respectfully.
- Help maintain a clean, tidy and welcoming environment before, during and after each event.
- Support evacuation and health and safety procedures, ensuring hirers understand their responsibilities.
- Report any issues, accidents or concerns to the Operations Manager and follow safeguarding procedures at all times.

About you

- A positive, flexible and dependable approach to work.
- Strong communication skills and confidence working with a wide range of people.
- Experience in a customer-facing or public-facing role.
- The ability to work calmly under pressure and respond quickly to changing situations.
- A friendly, professional manner and willingness to represent All Saints Church positively.
- Good timekeeping, a responsible attitude and the ability to work independently.

- The ability to carry out practical tasks, including moving furniture and supporting building evacuation procedures.

Training

You will receive appropriate training and support to enable you to carry out your role. You will receive training to ensure that you are familiar with and abide by our Safeguarding Policy and Guidelines.

Time commitment This is a casual zero-hours role, with shifts offered according to the time of year and the number of bookings.

Salary: £15 per hour worked.

Hours

Work will include evenings, weekends and other unsociable hours, so flexibility is essential.

While no minimum hours are guaranteed, recent patterns suggest the role has typically offered an average of 10 hours of work per month, depending on event schedules and operational needs. There will also be the opportunity for additional hours when the head caretaker is off rota.

This is a varied and rewarding opportunity to support the life of All Saints Church while helping to deliver successful events for the wider community.

How to apply

To apply, please send your CV together with a short introduction letter or email to info@allsaintskingston.co.uk Please include the job title in the subject line (or drop it off at the church FAO Jenny, Operations Manager).

Closing date: 3rd July 2026. Interviews will be held in the week commencing 13th July 2026.

All Saints is an equal opportunities employer

This role will be subject to a DBS check.