

Job Description – August 2019

Job Title:	Mason	Grade: C
Department:	Works	
Line Manager:	Clerk of the Works	
Head of Department:	Clerk of the Works	

Introduction to working at St Paul's Cathedral

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and in 2018 welcomed over 850,000 paying visitors.

Our Mission Statement

St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.

Our Vision

- St Paul's is seen primarily as a living Christian Church
- We will be a centre for welcome, worship and learning, and though our care and imagination, will inspire successive generations to engage with the richness of the Christian faith and its heritage.
- Working with the Bishop and Diocese of London and the wider Church, we will be a spiritual focus for people across London, the nation and a broader international audience.
- Our work will promote dignity and justice for everyone.

Our Values

Welcome - we all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each and every visitor

Responsible - we are all responsible for each other and for part of the whole of the Cathedral's work, not the whole of a part

Effective - we are professional and do what we say we are going to do

Nourish – we have a learning culture, not a blame culture

Purpose of the Job

As part of a team, to carry out masonry and other works at St Paul's Cathedral, to deliver the Annual Works Programme. The Canon Treasurer is the Chapter member with responsibility for this area of work.

Main Duties

- To carry out all masonry works as directed by the General Foreman/Mason;
- To assist in the movement of heavy materials throughout the Cathedral;
- To arrange project access and protection works for sub-contractors;
- Undertaking safety and other training as may be determined by the Clerk of the Works;

Additional duties:

- To assist in the erection of staging and setting out of seating for Cathedral events as required;
- To assist with the moving of chairs and furniture; and
- Any other appropriate duties that the line manager, senior management or Chapter may reasonably request from time-to-time.

The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of your duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Person Specification

The Mason will:

- Be a qualified and experienced mason (City & Guilds preferred);

- Be physically fit and active (e.g. able to climb the many staircases in the Cathedral, including the 528 to the Golden Gallery);
- Be able work at heights;
- Be practical and show common sense with adaptability;
- Have a courteous manner towards the colleagues and the public; and
- After training have a good appreciation of Health and Safety requirements and be willing to comply with these.

This appointment is subject to a DBS clearance at the Basic level.

The successful candidate will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.

Applicants must have the right to work in the UK.

Main Terms of Employment

Salary £31,332.60

Hours of Work Your normal working hours are 39 hours per week, between Monday and Friday. The basic hours for the role are 0800 to 1630 Monday to Thursday and 0800 to 1530 on Fridays, with a 15 minute paid break in the morning and afternoon, and a 30 minute lunch break which is unpaid. Occasional voluntary overtime may be available, the rates will be provided when you start.

References and DBS Appointment is subject to satisfactory references.

Probationary period 3 months

Life Assurance A Life Cover scheme is in operation.

Pension The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions.

Holiday 25 days per annum plus eight statutory holidays.

In order to apply, please visit www.cofepathways.org

The closing date for applications is 29th September 2019.

Interviews will take place on 8th October 2019.