



# Application Pack

**Ref: WA318**

**Assistant Plumber**

**Salary £32,715 per annum**

**Full-time Permanent**

**40 hours per week**

**Advert Date: 30 April 2024**

**Closing Date: 14 May 2024**

**Westminster Abbey**



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## About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21<sup>st</sup> May 1560.

We are a welcoming community, but also complex and multi-faceted, with nearly 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. In addition, our newly created Employee Engagement Forum and Social Engagement Statement is helping us to support and develop our staff and volunteers. We have also reshaped our governance arrangements, including a new Strategic Board to help us navigate the challenges and opportunities of the coming decades.

### Westminster Abbey's mission is:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To act as responsible stewards of God's gifts.

### Our Values:

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak period are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.

**It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.**

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# Job Description

**JOB TITLE:** Assistant Plumber

**DEPARTMENT:** Works Department

**ACCOUNTABLE TO:** Deputy Clerk of the Works

**KEY RELATIONSHIPS:** **Internal:** The Dean and Chapter, Clerk of the Works office, Mulitrader Supervisor, the Works team.

**External:** Contractors, residents, worshippers, and visitors.

**JOB SUMMARY:** General assistance to the plumber for all types of plumbing work which will include assisting with installations, inspections, diagnosing problems/faults/leaks, testing, repair and maintenance of pipes, fixtures and other water and plumbing systems used anywhere for water distribution and waste disposal

As an integral part of a small team, you will be required to work collaboratively, according to the department's needs. This includes undertaking duties that allow the Abbey to fulfil its purpose as a working church (e.g. helping with rigging work for special services, and security searches, small maintenance jobs.

## MAIN DUTIES AND RESPONSIBILITIES:

1. Assisting in general plumbing work and preparation as directed as directed by the Line manager to assist with storage, lifting, fetching supplies, unload and check deliveries.
2. Undertaking tasks to assisting the plumber generally.
3. Assisting to identify hazards, defects and the need for adjustment or repair; to ensure compliance with agreed codes, law, working practices and health and safety.
4. Liaising with Line Manager and other site workers and performing jobs as and when they are required., in accordance with contract/agreed requirements and within agreed time limits.
5. Working using your own initiative within agreed roles.
6. Ensure compliance to agreed codes, legislation, and procedures including health and safety.
7. Maintain accurate worksheets and records/documentation associated with your work.
8. Immediately report problems/failures that may impact on the organisation and/or its clients/customers or which you think may affect health and safety to the Line Manager.
9. Meet your targets and contribute to those of the team as a whole and contribute towards the smooth running of the team.
10. Adhere to all Abbey policies and procedures, including those relating to hygiene, respect for other team members, time keeping and flexibility.

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### **Estate maintenance**

1. Respond to work requests on instruction, keeping the job requester/Multi-trade Supervisor/Deputy Clerk of the Works updated on progress
2. Carry out planned preventative maintenance tasks and reactive plumbing repairs reported to the Works department, investigating, troubleshooting, and analysing the root cause of the fault
3. Escalate issues found during maintenance. Assess and order parts and equipment necessary. Arrange follow on collaboration with other trades as required.
4. Deliver appropriate demonstrations of service components, equipment and processes to users where needed.

### **Health & safety**

5. To be responsible for the personal safety; both in using a safe system of works and updating training for members of the plumbing team.
6. Apply recognised professional procedures and techniques, to ensure the security, safety, integrity and viability of facilities and components for public access and use.
7. The job holder will be responsible for their own health and safety and that of others whilst undertaking duties. A risk assessment should be carried out before starting tasks.

### **General**

8. Represent the Works department well, with an excellent customer manner towards residents, staff, contractors, and visitors.
9. Participate in the provision of out-of-hours cover for special events and services as necessary (e.g. Police searches, rigging)
10. Assist other trades when required with ad-hoc semi-skilled work (e.g. re-lamping of light fittings, assist in erecting lightweight mobile tower scaffolds).
11. Carry out certain tasks in conditions commensurate with the type and nature of the work associated with such a role, for example: moving and lifting heavy equipment, working at height, working within confined spaces, etc.
12. Attend all training and development, as required.
13. To assist with Security Searches as a member of the Abbey Search Team and generally assist with team efforts i.e. erecting scaffold, trees, banners etc for which training is provided
14. To complete training as a member of the Abbey salvage team
15. The job holder will be issued with protective clothing and comply with all COSHH Assessments
16. The job holder is responsible for the general cleanliness and tidiness of the basement workshop and is to maintain a safe system of work at all times, including hotwork permits.

The responsibilities contained within this job description are not exhaustive and may be amended from time to time to reflect the changing needs of Westminster Abbey.

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## **Safeguarding**

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.

# **Person Specification**

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

## **Essential**

### **Education/Training/Qualifications**

1. Qualification NVQ Level 2 in Plumbing / NVQ 1 in Plumbing or related Engineering or Building Services discipline.
2. Served a recognised Apprenticeship and attained City & Guilds Parts 1 and 2

### **Experience/Knowledge/Skills**

4. Experience of providing a wide range of reactive and planned plumbing and basic mechanical services
5. Experience on carrying out Legionella monitoring
6. Experience of working on a complex estate to provide a high-quality service and an appreciation of methods/constraints when working in an occupied building
7. Knowledgeable of relevant health and safety compliance, including risk assessments, method statements, safe working practices and manual handling.
8. Excellent communication skills and customer manner, with the ability to communicate ideas to resolve problems and relate well with a wide range of people at all levels in the organisation as well as external contractors and suppliers.

### **Personal Attributes**

9. Self-motivated, with ability to work without close supervision and a tolerance of dealing with routine problems
10. Attention to detail to ensure all tasks are completed, deadlines are met, and accurate records are maintained. Good organisational and good time management skills.
11. Works inclusively and flexibly as part of a team to deliver high quality services.

### **Other**

12. Able to work alone at heights if necessary
13. Able to work at night, at events being held in the Abbey

## **Desirable**

14. Evidence of working in occupied properties, historic and listed buildings.
15. Legionella awareness training



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# Working for us

## **Employment Status**

This post is permanent.

## **Salary**

The salary is £32,715 per annum and is paid on the last Friday of each month.

Salary is reviewed annually.

## **Working Hours**

These are 40 hours per week. The normal arrangement of working hours is 8am to 4pm Monday to Friday, however the postholder will be required to work hours that suits the needs of the organisation.

## **Annual Holidays**

The full-time holiday entitlement is 31 days per annum, including recognised public holidays, rising to 33 days per annum in the fifth year of service.

## **Training**

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

## **Pension Scheme and Life Assurance**

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

## **Staff Discount**

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

## **Season Ticket Loan**

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

## **Medical Insurance**

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

## **Uniform**

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.

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# Equality Statement and

## How to apply

### Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

### Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

### How to Apply

Please complete our application form as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements. As well as your previous work experience (including a **full** career history of all employment), tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org).

**Applications should arrive no later than 12 noon on 14 May 2024. Interviews are scheduled to take place the week commencing 20 May 2024.**

*We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.*