

Job Title	<b>Sunday Front of Church Assistant</b>
Line Manager	<b>Building Supervisor</b>
Working Hours	<b>5-8 hours (hours to be agreed)</b>
Level of safeguarding training required	<b>Basic Awareness</b>
DBS check required	<b>No</b>

## Overview

Great St Mary's is open every day for visits and community activities. It is at the centre of Cambridge and is a major historic tourist destination with over 300,000 visitors a year. The Sunday Front of Church Assistant works with a small team of staff and volunteers to provide a welcome to visitors, and to operate the gift shop and tower.

*The following key responsibilities and requirements for this role are set out below. You may be required to perform further duties that are related to your core role, other than those specified below.*

## Responsibilities

The Front of Church assistant is accountable to the Shop Manager for:

- The running of the shop, welcome and tower visits
- Supervision of other staff and volunteers
- Operating the shop till, including cashing up
- Providing a warm welcome for visitors and promoting the building and activities of the church
- Locking and unlocking, and responsibility for general security of the building
- Maintaining and replenishing stock in the shop
- Acting as a steward for concerts and other events

## Person specification

Essential requirements are shown in normal type. *Desirable requirements are shown in italics.* Training will be offered where appropriate.

## Education & qualifications

- GCSE English and Maths or equivalent
- A high standard of written English
- A clear and confident communicator

## **Knowledge & experience**

- Retail processes and procedures including the operation of EPOS till systems
- Operation of building management systems such as fire alarms
- Basic first aid skills
- Responding appropriately to a wide range of visitors

## **Skills & attributes**

- Good attention to detail
- The job involves some physical work – staff may be on their feet for extended periods, have to climb the Tower and may need to do some lifting
- Flexibility and sense a of humour

**January 2025**