Church Caretaker
(part-time)

About Us

Gorgie and Palmerston Place (G+PP Church) is a relatively new charge formed by the union of two thriving congregations in the west of Edinburgh. The united parish is one of the largest in the city, in terms of both geographical extent and population.

Our two church buildings, on Palmerston Place and Gorgie Road, are approximately one mile apart, and conveniently linked by several bus routes. Half-way between them on Dalry Road, the Church runs Saltyard, a community café and hub, which is invaluable as a mission and outreach base, and is also used for various less formal worship services.

Rev Trish Archibald started as our minister in July 2025.

About the Post

This post is within the existing staff team which is designed to enhance Gorgie and Palmerston Place Church's place in the local community and parish and to underpin the various new initiatives which are evolving as part of our on-going commitment to church growth. The Caretakers, under the supervision of the Premises Coordinator, will ensure regular access to the church buildings for our own organisations and for those letting the premises.

Person specification:

We are looking for a reliable Caretaker who will normally work at our Palmerston Place Church buildings and will:

- provide a welcome to those using our buildings
- set up rooms and spaces as required
- be responsible for cleaning inside and outside, taking pride in the appearance of our premises
- be healthy and fit
- be able to work independently and flexibly
- be supportive of the church's aims and activities

Main Duties and Key Tasks

To provide evening and weekend caretaking and cleaning services in Palmerston Place Church building and associated buildings.

Caretaking

- To lay out rooms ahead of services, meetings and events as specified by the Premises Coordinator
- To check rooms and toilets following services, meetings and events, ensuring heating is off and rubbish removed
- To ensure security of the premises during services, meetings and events
- To carry out the final lock up of the day
- To provide assistance to the organisers of services, meetings and events when requested
- To report any damage or deficiencies to the Premises Coordinator
- To act as Fire Officer and Health and Safety Officer, if required

Cleaning

- To clean the church building and rooms in nos. 8 and 10 Palmerston Place and external areas as detailed in the cleaning schedule provided by the Premises Coordinator
- To operate cleaning equipment in accordance with instructions provided
- To attend to any emergency cleaning required during meetings and events

Meetings

- To attend meetings with the Minister/Premises and Communications Coordinators as required

Accountability

The Caretaker is accountable to the Kirk Session through the Premises Coordinator

Authority

The Caretaker has authority as delegated by the Kirk Session (Trustees), Minister and Premises Coordinator

Relationships

The Caretaker will work closely with the Premises Coordinator, others on the caretaker team, and those using the church buildings during evenings and weekends

Terms and Conditions:

Hours: Thursday evening shift between 6 pm and 10pm.
Saturday daytime shift (specific times to be discussed).

Start date – as soon as possible after interview

Salary: £13.45 per hour.

There is provision for five weeks holiday plus nine statutory days each year, with the holiday year running from 1st January to 31st December.

The post is normally based in Palmerston Place Church and numbers 8 & 10 Palmerston Place.

The post is permanent but probationary and mutually reviewable for a period of three months.

The successful candidate will need to be reliable, honest and hardworking with a friendly disposition and able to work independently. They will also require to have a satisfactory enhanced Disclosure Scotland check and satisfactory references.

Interested applicants must have the right to work in the UK to be eligible for this position.

How to apply:

Completed application forms must be received **by 12 Noon on Tuesday 10th November 2026.**

Interviews for shortlisted applicants are planned for week beginning Monday 16th November 2026.

Applications should be emailed to Bénédicte Scholefield at **premises@gappchurch.org.uk** or delivered to:

Mrs Bénédicte Scholefield
Premises Coordinator
Gorgie and Palmerston Place Church Office
Annan House
10 Palmerston Place
Edinburgh EH12 5AA