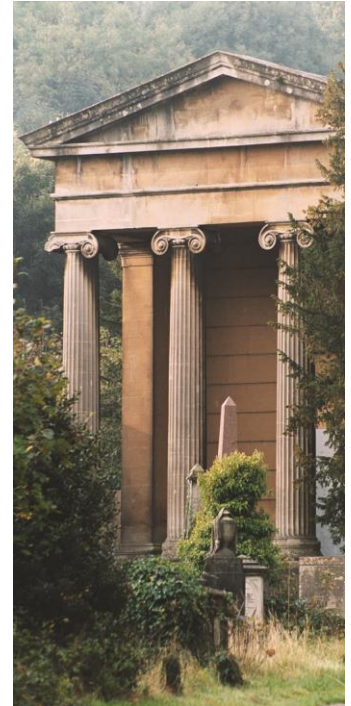




Caretaker

Location: Arnos Vale Cemetery
Department: Buildings and Facilities
Report to: Buildings and Facilities Manager
Salary: £24,503 per annum
(£19,602 pro rata)
Contract: Permanent
Working hours: 30 hours per week, Sunday-Wednesday. Working outside of normal hours, including travel, may be required.



About Arnos Vale Cemetery



Arnos Vale is a Victorian Garden Cemetery in the heart of Bristol where more than 300,000 people are buried or remembered. We're a special place where communities come together. The job of the Arnos Vale Cemetery Trust is to ensure the site can be enjoyed now and saved for future generations, as a place of heritage, tranquillity, wellbeing, and wildlife.

As a unique 45-acre green space in the heart of Bristol we balance the management of being a Site of Nature Conservation Interest (SNCI) with our nationally recognised heritage, with Grade II* Listed chapels, lodges and monuments and our landscape listed as a Registered Park and Garden on the Historic England register.

Broken column
©David Gurney

Vision and mission

Our vision is that Arnos Vale Cemetery evolves, staying relevant for Bristol's communities.

Our mission is to share and enhance this special space for all.



Landscape Team with our 2024 Green Flag Award
©Arnos Vale Cemetery Trust

Values

Compassion	We are kind, sensitive and understand that grief is unique for everyone. We lead with kindness in every interaction, no matter the reason for visiting, to create trust within the team, visitors and partners.
Community	We believe in the importance of communities and strive to improve access for all. We are professional in our approach and celebrate achievements, innovative engagement and meaningful relationships.
Conservation	Looking after Arnos Vale is core to our charity objectives. We appreciate and conserve heritage and nature equally, balancing our conservation management.
Collaboration	We work together embracing diverse perspectives and backgrounds. We are well organised, demonstrating integrity and accountability. The way in which we work with one another is of equal importance to the work itself.

About the role

Our values inform everything we do and we're looking for someone who is aligned with them. As one of our **Caretakers**, you'll love getting out, meeting new people, and provide excellent service to our venue hirers.

As Caretaker, you will work independently and with colleagues to clean and maintain the fantastic resources to a high standard. You will need to be an active and energetic team member who is adaptable to change and is enthusiastic about this unique site. You will need to take real pride in your work, be comfortable with regular and repetitive cleaning, and able to carry out some other practical maintenance tasks. Working within four listed buildings, you will be inquisitive about how historic buildings are managed.

We're a small team so being able to help across the site is important. You might be asked to help with cemetery-related duties and other events. Many of these roles are public facing, and you may find yourself working around people as they experience landmark life events.

We believe in celebrating people's differences. So regardless of your background or personal characteristics, if you are great at what you do, we want to hear from you.

Role specific responsibilities

This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to be carried out:

Operational

- Keep the public buildings and general offices in good, clean working order including: daily toilet cleaning, regular floor cleaning, recycling and rubbish clearance, general cleaning duties as agreed with line manager
- Prepare and set up rooms and the site ready for events and private hire. Clear away after events in a timely manner and turn rooms around ready for the next event. This will include moving furniture, setting up equipment, cleaning, site signage and car parking arrangements for funerals, weddings and other busy public events.
- Open and close the cemetery at agreed times
- Assist other team members, including facilitating at funerals, weddings and other private and public events or incidents, as required

Building maintenance

- Help deliver the building maintenance plan
- Carry out general DIY and maintenance as required such as painting, decorating, replacing light bulbs, minor repairs
- Liaise with contractors carrying out specialist work

Compliance

- Health and safety is important in this role and you'll ensure relevant risk assessments are in place and communicate them to ensure our activities are safe.
- Ensure risks and hazards are clearly communicated and mitigation methods (PPE, etc.) are recorded in risk assessments and adhered to by the facilities team.
- Work collaboratively with the wider team enabling safe access for the public
- Ensure that you stay up to date with relevant training and certifications
- Assist with carrying out regular compliance inspections and check systems are in good working order, including emergency lighting, fire systems, CCTV, water temperature testing.
- Ensure that tools and equipment are maintained and stored appropriately to meet operational and health and safety requirements
- Abide by current health and safety regulations and work in a way that is consistent with AVCT's health and safety policy and procedures to meet current legislation, regulations, procedures and policies of the AVCT. Report any non-compliance immediately to the Buildings and Facilities Manager

To respond to other duties as required by the Buildings and Facilities Manager.



Anglican Chapel set-up for a wedding
©Arnos Vale Cemetery Trust

Person Specification

	Essential Criteria	Desirable Criteria
Skills and Experience	• Recent experience of cleaning public buildings, toilets and offices to a high standard • Experience and skills in general building maintenance, painting, decorating, minor repairs • Good time management and organisational skills with the ability to manage a busy and varied workload whilst responding flexibly to immediate priorities • Able to communicate well with a wide range of people, who will be at the cemetery for many different reasons and with different needs e.g. school visits, people under emotional stress, dog walkers, contractors, tourists • Methodical worker, with good attention to detail • Working knowledge of health and safety legislation. • Knowledge of COSHH regulations • Driving licence and confident to drive a long-wheel base tipper. • Basic IT skills using Microsoft programmes, inc. Word, Excel, Outlook and PowerPoint.	• Experience in the testing of systems such as security, fire alarms, water temperature etc. • Skilled in maintaining tools and equipment • Experience of setting up rooms ready for events and setting up equipment. • Experience of working within the limitations of a listed building • Current First Aid qualification •
Personal Qualities	• Motivated to take pride in the work, to maintain the buildings to a high standard for our visitors • Able to manage a physically demanding role. • Able to accurately follow and implement instructions • Self-motivated and able to work unsupervised as well as part of a team • Able to work as part of a team and respond positively and flexibly to the needs of other team members • Willingness to adopt and promote the values, objectives and policies of Arnos Vale Cemetery Trust • Willingness to undertake training • Approachable, adaptable, happy to help • To be willing to work outside in all weather conditions, if required.	

The Benefits

We offer all our employees a wide range of benefits including:

- A contributory pension scheme
- 25 days annual leave plus Bank Holidays pro rata (increasing year on year after 5 years' service up to 30 days)
- Opportunities for learning and development
- Confidential advice & counselling through the Employee Support Programme
- Workspace within walking distance of Bristol train station, free onsite parking
- 10% discount in the Arnos Vale shop and café
- Social events
- Free tours of the site and a whole lot more!

Application process

Please send us your CV, a covering letter (no more than two pages) or a 3-minute video explaining your suitability for the role. Also complete the Arnos Vale Cemetery Trust Equality and Diversity monitoring form and send all of these to info@arnosvale.org.uk.

If you'd like more information, please email info@arnosvale.org.uk to arrange a call.

Deadline for applications: 5pm Sunday 23 November 2025

Interviews Tuesday 2nd December 2025
At Arnos Vale Cemetery, Bath Road, BS4 3EW

Recruitment policy

Arnos Vale Cemetery Trust is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe exactly how you meet the requirements as this is the basis on which candidates will be shortlisted for interview.

We will make reasonable adjustments to the recruitment process if you have a disability or long-term health condition, or if you need something different or additional as part of the recruitment process. Please do let us know if this applies to you, or if you need this document in a different format.



The Arnos Vale green work truck on a path
©Arnos Vale Cemetery Trust