



DIOCESE OF **Hexham & Newcastle**

Cleaner

St Charles, Gosforth



Candidate Pack

INTRODUCTION

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together within five Deanery areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257.

The Bishop of the Diocese of Hexham and Newcastle is the Right Reverend Stephen Wright.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion

JOB DESCRIPTION

To provide cleaning services in the Parish Centre.

Duties and Responsibilities

- General cleaning of the Parish Centre, including the bar area
- Clean low-level glass screens and windows
- Empty rubbish and recycling bins and ensure bins are prepared for collection
- Ensure supplies of hand soap, paper towels and toilet rolls are maintained in the toilets
- Check for general tidiness
- Maintain a list of cleaning materials as necessary
- Adhere to COSHH and health and safety regulations
- Undertake other reasonable duties by request of the Parish Priest or the Administrator

Post-holder must be conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character.



PERSONAL SPECIFICATION

You must have:

- Experience of general cleaning in a professional setting
- A commitment to achieving a high standard of cleanliness
- The ability to work on own initiative
- Good inter-personal skills to communicate with a range of people
- A good understanding of basic Health and Safety Regulations, including COSHH

PAY AND CONDITIONS

Salary

£3276 per annum and a workplace pension scheme where we match up to 7.5% of your salary.

Contract

Hours or work: Part-time – 5 hours per week. Some flexibility is available – times to be negotiated at interview.

Permanent – subject to satisfactory probationary period

Location

St Charles, Church Road, Gosforth, Newcastle upon Tyne, NE3 1TX

Benefits

- Holidays: 28 days holiday per year plus statutory holidays FTE (72 hours pro rata including statutory holidays)
- Cycle to Work Scheme
- Health and well-being support



Better Health
at Work Award
Silver Award



APPLICATION PROCESS

To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- Please include the names of two people we may approach for professional references
- Please send these by email to human.resources@diocesehn.org.uk or post to Human Resources, Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

Deadline for applications: 12.00pm on 04 July 2025

OTHER INFORMATION

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

SAFEGUARDING

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

DATA PROTECTION

We won't hold the information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977

