



Application Pack

Cleaner

Our Lady and St Cuthbert, Crook

Who are we?

- We are 152 separate Parish Communities, grouped together into 19 Partnerships, within 5 Episcopal Areas
- With an area of 3195 square miles, our boundaries are the border with Scotland in the North and the River Tees in the south
- In the North and West, we have rural communities which are sparsely populated and with limited access to some services. The South and East are urban and more densely populated, with relatively better access to services
- The region's population is 2,368,000, with an estimated Catholic population of 168,500

Diocesan Vision: Inspired by the Risen Christ, we aim to be a church where communities of faith flourish, members accept co-responsibility for the building of God's Kingdom, enabling all to live life to the full.

Diocesan Mission: A welcoming, worshipping people of God, sharing the Good News, growing as Disciples of Jesus in faith, and living in loving service of others.

Diocesan Values:

- **Integrity** – Being honest, open and consistent in all that we do
- **Respect** – Respecting every human being, respecting diversity and everyone's different gifts and opinions and respecting our world
- **Trust** – Trusting in God, trusting in each other and trusting in ourselves
- **Service** – Having an attitude of service and using our talents to serve God and our neighbour
- **Compassion** – Seeing God's face in everyone – particularly the poor and the vulnerable

Diocesan Objectives

The Diocese will ensure the:

- Dynamic growth and renewal of the Church through our Partnerships
- Building of God's Kingdom in community and public life
- Sustainability and resourcing of the Diocesan mission and ministry



Job Description

To provide cleaning services throughout the presbytery, church and private house

What will your duties and responsibilities be?

- General cleaning to a high standard including living room, dining room and public spaces; as well as the back sacristy and utility room
- Cleaning of church floors including the altar, porch and sacristy
- Cleaning of the Parish Priest's home including bedroom, bathroom, kitchen/diner and cleaning of all floors
- Changing of bed linen as required
- Ironing as required
- Supply bathrooms and toilets with toilet rolls and clean towels
- Emptying of all bins
- Adhere to COSHH and Health and Safety regulations
- Maintain stocks of cleaning products
- Ensure that security is maintained
- Undertake other reasonable duties by request of the Parish Priest

What skills and experience do you need to apply?

You must have:

- Experience of general cleaning
- A commitment to achieving a high standard of cleanliness
- The ability to work as part of a team as well as on own initiative
- A high level of confidentiality and integrity
- A good inter-personal skills to communicate with a range of people
- A good understanding of basic Health and Safety Regulations, including COSHH

The successful candidate must be conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character

What will we offer you?

- Salary: £9.50 per hour and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time – 6 hours per week, usually Wednesday 9am-3.30pm, including a 30 minute unpaid lunch break
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 22 days holiday per year plus statutory holidays (pro rata) increasing to 27 days (pro rata) after five years' service
- Cycle to Work Scheme
- Location: Our Lady Immaculate and St Cuthbert, Church Hill, Crook, DL15 9DN

How can you apply?

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 Amy Rossiter, HR Officer, Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

Critical dates:

Deadline for applications: 3 December 2021

This appointment will be subject to:

- Two satisfactory references
- The successful completion of a probationary period of six months

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