



DIOCESE OF **Hexham & Newcastle**



Application Pack

Cleaner

St Joseph, Shibdon Road, Blaydon-on-Tyne, NE21 5AE (6 hours)
and St Anne, Half Fields Road, Winlaton, NE21 5RW (2 hours)



Job Description

To provide cleaning services in designated areas of the churches' premises.

What will your duties and responsibilities be?

- Clean all rooms and corridors in the parish hall to a high standard including mopping, vacuum cleaning and dusting
- Clean specific rooms in the parish houses to a high standard including mopping, vacuum cleaning and dusting
- Ensure that all hard floors are cleaned and kept safe, using the appropriate non-slip cleaning fluids
- Emptying bins
- Adhere to COSHH and health and safety regulations
- Be fully acquainted and comply with all security procedures and policies and ensure that these are followed at all times
- Maintain strict confidentiality at all times
- Undertake other reasonable duties by request of the line manager

What skills and experience do you need to apply?

You must have:

- Experience of general cleaning
- Committed to achieving a high standard of cleanliness
- Able to use initiative
- High level of confidentiality and integrity
- Good inter-personal skills to communicate with a range of people
- 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

It will be good, but not essential, if you also have:

- A willingness and availability to work flexible hours when required

What will we offer you?

- Salary: £4,151 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time – 8 hours per week, times to be negotiated at interview
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year plus bank holidays (pro rata)
- Cycle to Work Scheme
- Employee health and well-being support

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
- A CV, including the names of two people we may approach for professional references
- Please send these by email to human.resources@diocesehn.org.uk

Critical dates:

Deadline for applications: 30 August 2022

This appointment will be subject to:

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

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

We won't hold information you give us longer than necessary. Our candidate privacy notice is available on our website www.diocesehn.org.uk

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