



Application Pack

Caretaker/Cleaner

**Our Lady Star of the Sea
Backworth, West Monkseaton and Whitley Bay,
and St. Cuthbert's, North Shields**

January 2023

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 214,257
- We have 128 Primary, 2 Infant, 2 Junior, 3 First, 1 Middle, and 20 Secondary Schools, with 54,190 pupils
- 151 schools are within 4 Catholic Education Trusts

Job Description

The Caretaker/Cleaner will be responsible for maintaining the appearance, cleanliness and good working order of the churches and parish meeting rooms, and for some areas of the parish house.

Cleaning Duties

- Provide general cleaning of the churches and meeting rooms, kitchens, and toilets
- Vacuum and dust all areas including church pews and other fittings
- Ensure all hard floors are cleaned and kept safe
- 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 all buildings for general tidiness
- Keep church and presbytery pathways free of litter, clear and grit paths in winter, and clear ground level rainwater gullies of debris when required

General Maintenance

- Carry out weekly checks of emergency exit doors and lights, replacing bulbs as required
- Record church and presbytery gas and electricity meter readings and report them monthly to the Parish Secretary
- Carry out minor repairs as necessary, and report defects to property and equipment to the Parish Secretary
- Arrange Immaculate Heart Church for parish activities and reset for church use
- Support the Parish Health and Safety Representatives with the updating of records
- Undertake additional ad hoc duties and cleaning as required

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
- A good understanding of basic Health and Safety Regulations, including COSHH
- The ability to carry out minor repairs
- The ability to work as part of a team as well as on own initiative
- Good inter-personal skills

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: £5,708.56 per annum and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time – 11 hours per week, to be agreed at interview
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year excluding statutory holidays FTE (79 hours pro rata including statutory holidays)
- Cycle to Work Scheme
- Health and well-being support

Locations

Immaculate Heart of Mary, Church Close, West Monkseaton – 4 hours

St Edward's, Coquet Avenue, Whitley Bay – 4 hours

St Cuthbert's, Albion Road West, North Shields – 3 hours (Cleaning only)

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: 23 January 2023

This appointment will be subject to:

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

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.

Diocesan Values Integrity | Respect | Trust | Service | Compassion

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