



Application Pack

**Cleaner**

St Peter's, Low Fell

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**

To provide cleaning and laundry services in the parish house.

### **Main duties**

- Cleaning in the parish house including mopping, vacuum cleaning, dusting and polishing
- Ensure the kitchen is kept clean, tidy and in an orderly manner at all times
- Ensure the bathroom and toilets are kept clean and tidy
- Ensure that all hard floors are cleaned and kept safe, using the appropriate non-slip cleaning fluids
- Laundry and ironing, as required
- 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
- Experience of ironing to a good standard
- 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
- 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: £4,151.68 per annum 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, ideally four hours each Wednesday and Friday
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year excluding statutory holidays FTE (21.5 hours pro rata including statutory holidays)
- Cycle to Work Scheme
- Location: St. Peter's, Kells Lane, Low Fell, Gateshead, NE9 5HY

### **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](mailto: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: 19 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](http://www.diocesehn.org.uk)*