



DIOCESE OF **Hexham & Newcastle**

Cleaner

**Our Lady Immaculate & St. Cuthbert
Crook**



Candidate Pack

ABOUT THE DIOCESE

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 into 19 Partnerships, within five Episcopal Areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is currently under the leadership of Archbishop Malcolm McMahon, Apostolic Administrator and Archbishop of Liverpool, and Canon Peter Leighton, Diocesan Administrator and Vicar General.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion

JOB DESCRIPTION

To provide cleaning services throughout the presbytery and church.

Duties and Responsibilities

- Cleaning of church floor including the altar, porch and sacristy
- Refill all hand sanitiser dispensers within the church and public areas
- Supply toilets with toilet rolls and refill all towel dispensers
- General cleaning to a high standard in the presbytery (downstairs only) including offices, the back sacristy and utility room
- Emptying of all bins
- Maintain stocks of cleaning products
- Ensure that security is maintained
- Adhere to COSHH and Health and Safety regulations

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
- 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

PAY AND CONDITIONS

What will we offer you?

- Salary: £10.90 per hour and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time – 3 hours per week, usually Tuesday 9.00am-12.00pm
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year excluding statutory holidays FTE (22 hours pro rata including statutory holidays)
- Cycle to Work Scheme
- On-site parking
- Location: Our Lady Immaculate and St Cuthbert, Church Hill, Crook, DL15 9DN



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 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

Deadline for applications: 10 May 2023

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 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

