



DIOCESE OF **Hexham & Newcastle**

Cleaner

St Charles

Gosforth



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 Parish Centre.

Duties and Responsibilities

- Clean all areas of the Parish Centre to a high standard including mopping, vacuum cleaning and dusting
- Buff the main floor on a quarterly basis
- Maintain a list of cleaning materials as necessary
- Adhere to COSHH regulations
- Undertake other reasonable duties by request of the Parish Priest or the Housekeeper

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 on own initiative
- 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 – 5 hours per week, usually Monday 1pm - 2.30pm, Wednesday 12pm - 2pm, and Friday 1pm to 2.30pm
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year excluding statutory holidays FTE (36 hours pro rata including statutory holidays)
- Cycle to Work Scheme
- On-site parking
- Location: St. Charles, Church Road, Gosforth, Newcastle upon Tyne, NE3 1TX



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 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 Human Resources, Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

Deadline for applications: 11 October 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

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