



DIOCESE OF **Hexham & Newcastle**

Application Pack



Housekeeper
All Saints, Lanchester

INTRODUCTION

The Diocese of Hexham and Newcastle

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales. With an area of 3,195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south.

In 2025 five Deanery Areas were established consisting of 129 separate Parish communities, grouped together into 18 Partnerships. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

Our Values

Our Values are very important to us, guiding our work and our actions, whilst our Culture Canvas provides us with a framework to which we are all committed enabling delivery on our Vision and our Values.

Trust | Service | Respect | Integrity | Compassion

Our Vision

We commit to:

Walk with Jesus and Enable Others to Encounter Him

Grow as One Diocesan Family

Forming and Developing People for Mission.

Living Justly and Caring for Our Common Home



JOB DESCRIPTION

Job title: Housekeeper

Job purpose

To provide general cleaning and housekeeping services in All Saints Presbytery, Lanchester.

Main Duties

- Clean the parish presbytery to a high standard weekly.
- General cleaning of areas including toilets, bathrooms, hallways, offices, kitchen, bedrooms and living space.
- Ensure clean bed linen and towels.
- Weekly laundry and ironing.
- Ensure toilets are supplied with toilet rolls and towels.
- Ensure blinds, window fixtures and windowsills are free of dust and clean.
- Empty all bins and remove rubbish.
- Adhere to COSHH and Health and Safety regulations
- Maintain stocks of cleaning products.
- Ensure that security is maintained.
- Maintain strict confidentiality at all times.
- Undertake other reasonable duties by request of the Parish Priest.

Personal Specification

You must have:

- Experience of general cleaning in a variety of settings including homes.
- A commitment to achieving a high standard of cleanliness.
- Adaptable and able to work on own initiative.
- Good interpersonal skills to communicate with a range of people.
- A good understanding of basic Health and Safety Regulations, including COSHH.

Post-holder must be conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character.

PAY AND CONDITIONS

Salary

£2922 per annum and a workplace pension scheme where we match up to 7.5% of your salary.

Contract

Hours of work: Part-time – 4 hours per week.

Working Pattern: Some flexibility is available, able to be negotiated at interview.

Permanent – subject to 6 months' satisfactory probationary period



Location

All Saints, Kitswell Road, Lanchester, Durham, DH7 0JH

Benefits

- Holidays: 28 days holiday per year plus statutory holidays FTE (Pro-rata for part time)
- Cycle to Work Scheme
- Health and wellbeing support

APPLICATION PROCESS

To apply, please:

- Complete the application form and send these by email to:
emily.robbs@diocesehn.org.uk

Deadline for applications: Friday 28th of August 2026

OTHER INFORMATION

This appointment will be subject to:

- Evidence of right to work in the UK
- Two satisfactory professional references
- Completion of mandatory safeguarding training (provided by the Diocese)

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 the information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk



Better Health
at Work Award
Gold Award



Registered Charity Number 1143450, Company Limited by Guarantee
Company Number 7732977

