



Application Pack

Cleaner

St Mary's Hexham

January 2021



DIOCESE OF **Hexham & Newcastle**

Role: Cleaner

Employer: Diocese of Hexham and Newcastle
Company registered in England 7732977 Registered Charity No. 1143450

Location: St Mary's Hexham

Hours of work: 7 hours per week, days to be agreed **Pay:** £9.30 per hour

Reporting to: Administrator

Job Description

To provide cleaning services throughout the presbytery.

What will your duties and responsibilities be?

Main duties

- Cleaning in the parish house and associated premises including mopping, vacuum cleaning dusting and polishing.
- Ensure the kitchens are 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.
- Maintain a list of cleaning materials, as necessary.
- Adhere to COSHH and health and safety regulations.
- To be fully acquainted and comply with all security procedures and policies and ensure that these are followed at all times.
- To maintain strict confidentiality at all times.
- To be a registered key holder for the parish
- Undertake other reasonable duties by request of the Parish Priest.

What skills and experience do you need to apply?

You must have:

- Experience of general cleaning;
- Committed to achieving a high standard of cleanliness;
- Excellent ironing skills;
- Able to use initiative;
- High level of confidentiality and integrity;
- Good inter-personal skills to communicate with a range of people;
- Good understanding of basic Health and Safety Regulations, including COSHH.

We would prefer the candidate to be able to work flexible hours if required.

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

Benefits

- 22 days holiday per year plus statutory holidays (pro rata) increasing to 27 days (pro rata) after five years' service
- Employer matched pension scheme (up to 7.5%)

How can you apply?

To apply, please send:

- A CV if available, or a letter of application, stating 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 Administrator, Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

Critical dates:

Deadline for applications: 18 January 2021

This appointment will be subject to:

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

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