

Cleaner

St Thomas' Newcastle
Diocese of Newcastle



Purpose of the role

The support from the Cleaner will maintain the overall atmosphere, comfort, and functionality of the church building to create a welcoming and safe environment. This will alleviate the workload of the Staff Team and support the church's weekly activities, as well as extend the lifespan of church property through regular maintenance and care.

Position

Key relationship with the Verger, Church Wardens, and Operations Team.

Working hours

The Cleaner is expected to work 7.5 hours per week, including 3.75 hours on a Sunday (including opening up before the 10:30am service and the 6:30pm service). The rest of the hours will be flexible and spread across the rest of the week depending on events (to be determined with the Operations Director). Extra hours may be available on an occasional basis in accordance with additional events and bookings.

Salary

The salary for a full-time appointment is £23,809 per annum, pro-rata for part-time appointments (i.e. £4,762 per annum for a 7.5 hour week).

Duties and responsibilities

Cleaning

- Clean and restock all toilets and tidy and clean kitchen areas.
- Mop floors, Hoover the premises, and empty bins regularly.
- Deep clean the rooms of the church on rotation.
- Maintain tidiness across the building and in storage spaces.
- Occasional task: Clean the glass in the upstairs rooms and around the baptistry.
- Occasional task: Weed the areas around the church for a well-kept appearance.

Housekeeping

- Monitor stock levels of toilet roll, cleaning materials, communion and hospitality supplies, and report low levels to the Operations Administrator for re-ordering.
- Manage washing machine cycles and dishwasher maintenance.
- Any other miscellaneous cleaning and organising tasks.

Keyholding

- On occasion, open and lock up the church for external events and weddings.

Requirements

- Basic Awareness and Foundation safeguarding training.

Person Specification

Criteria

Essential

Desirable

Qualifications and Knowledge

- Sympathetic to the values, aims and objectives of St Thomas' Newcastle.
- Able to demonstrate an understanding of church structures and organisation.

- A good understanding of safeguarding and health & safety.

Skills and Gifts

- Able to solve problems, take initiative and be decisive in decision making.
- A team player who can follow direction as well as lead.

Christian Faith

- Must be able to work on Sundays.
- Uphold the Christian ethos and support the vision and values of St Thomas' in all aspects of ministry and mission.

Experience

- Cleaning experience.

Personal Qualities

- Approachable, personable, dependable and self-motivated.

Terms of Employment

Working Environment

St Thomas' is developing a team that works in the power of the Holy Spirit to reach the goals and targets that God gives us. The Staff Team work and rest hard in a way that recognises that it is God who helps us deliver all that we do.

Pension Contributions

Employees will be automatically enrolled in the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The employer contributes a sum equivalent to 10% of the gross basic salary as an employer contribution to the Scheme. This is a non-contributory Scheme and employees may voluntarily contribute to the Scheme if they wish to do so. Employees have a right to opt out of the Scheme after enrolment.

Hours of Duty

The post is offered on a part-time basis (working 7.5 hours per week). The post holder must be able to work on Sundays. The post will require availability and attendance at evening and weekend meetings and events for which overtime is not paid but time off in lieu is provided. Lunch and any other breaks are unpaid. Extra hours may be available on an occasional basis for additional events which will be paid at a rate equivalent to the normal hourly rate of pay.

Annual Leave

The leave year runs from 1st September to 31st August. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays and 4 additional holidays approved by the Operations Director (pro-rata for part-time appointments).

Contract

The employer is the Newcastle Diocesan Board of Finance. The post is subject to a three-month probationary period.

How to Apply

- Applications are to be made through Pathways
- (cofepathways.org/members/modules/job/detail.php?record=8043).
- The closing date for the receipt of applications is **Sunday 26 January**.
- Interviews will be held on **Tuesday 4 February**.
- For an informal conversation about the role please contact the team at **info@stthomas.church**.