



Diocese of Westminster

Job Profile	Cleaner
Department / Parish / Agency	LSA & Caritas
Reporting to	Centre Manager
Cost Centre	98M
Location / Address	St. Joseph's Pastoral Centre
Management of	N/A
Contract type	Permanent
Hours	16 hours per week
Salary	£8944 pa (£10.75 ph)
Job Reference	232-98M

Job Purpose:

Maintain a high standard of cleanliness in all areas that have been assigned to the post holder

Principle duties and responsibilities

- Clean and disinfect bathroom and toilets daily
- Clean as required all rooms used for student activities and recreation and ensure that they are ready for use the following day
- Vacuum corridors and rooms including emptying all waste bins
- Dusting, polishing and wiping all surfaces, including desks, in offices
- Wipe down woodwork as required
- Wipe down telephones and computers regularly
- Sweeping and mopping hard floor surfaces
- Clean small kitchen areas, including fridges and de-scaling kettles.
- Polish wooden floors termly or as required
- Remove all rubbish daily to external collection bin
- Carry out a more thorough spring clean during the holidays and half terms
- Ad hoc duties as required

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague’s success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
To understand and work in confidentiality and complete discretion. As a Pastoral Centre employee/volunteer, personal details about people you work with and their families should not be divulged to members of the public	E
To become familiar with the ethos and value base of St Joseph’s Pastoral Centre and work within that framework.	E
To be prepared to operate within a Catholic organisation, with the understanding that the agency works with all people, regardless of religious beliefs.	E
To be reliable, honest and conscientious.	E
To be able to work alone and with others in a team.	E
To be flexible as and when required.	E
Experience	
Experience in cleaning methods and the safe handling of cleaning products	D

References

Satisfactory references and CRB checks will need to be obtained.