



Diocese of Westminster

Job Profile	Church Cleaner
Department / Parish / Agency	Hampstead Parish
Reporting to	Parish Priest
Cost Centre	HAMPS
Location / Address	Hampstead Parish, 4 Holly Place, London, NW3 6QU
Management of	n/a
Contract type	Permanent
Hours	3 hours per week (Friday 09:00 – 12:00)
Salary	£15 per hour
Job Reference	719-HAMPS

Job Purpose:

The successful candidate should expect to undertake duties in line with the purpose of the role - which is to maintain the cleanliness of the church and which can be accommodated within the available time.

Principal duties and responsibilities

Church

The church consists of the nave, sanctuary, two side chapels, an organ loft, a porch, two sacristies, a connecting narrow corridor and toilet. The expectation is that: -

- You would dust, Hoover and remove any rubbish from the benches and floor of the nave. You would mop the wooden floor of the nave.
- You would dust vacuum and mop the entrance to the church checking for cobwebs.
- You would vacuum and dust the stairs going up to the organ loft again clearing away cobwebs.
- You would vacuum and dust the organ loft, the sanctuary, the side chapels, the confessional.
- You would vacuum and mop the floors in the sacristies and the connecting corridor.
- You would clean and mop out the toilet and put in supplies of toilet paper if needed.

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
Good organisational skills, with an ability to prioritise.	E
Ability to work with complete discretion and confidentiality.	E
Ability to project a friendly, welcoming manner.	E
Ability to work within a small, close-knit team with volunteers on special occasions.	E
Experience	
Some experience in a similar role.	D
An interest in working for the Catholic Church	E

(N.B. Parish Centre cleaning will take place either in the very early morning/after 4pm. Laundry can be completed on any week day except Thursday).