



<b>Job Profile</b>	Cleaner
<b>Department / Parish / Agency</b>	St Ignatius', Sunbury-on-Thames
<b>Reporting to</b>	Parish Priest (supported by the Administrator)
<b>Cost Centre</b>	SUNBU
<b>Location / Address</b>	The Rectory, Green Street, Sunbury-on-Thames TW16 6QB
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours</b>	5 hours per week
<b>Salary</b>	£13.85 per hour / £3,601 per annum
<b>Job Reference</b>	735-SUNU

### **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 rooms within the complex and which can be accommodated within the available time. The successful candidate would be expected to maintain the cleanliness of the Parish Hall and assist with laundry/ironing for the Presbytery.

### **Principal duties and responsibilities**

#### Parish Centre

The Parish Centre consists of the main hall, flower room, toilets, and kitchen.

The expectation is that: -

- The whole centre once a week.
- All toilets are serviced every week
- Doors, doorframes, windows, windowsills, high surfaces, skirting boards, and any other areas/surfaces not cleaned weekly should be cleaned on rotation at least once every six weeks.
- Kitchen: general clean should be carried out once a week, with deep clean of appliances and inside of cupboards carried out on rotation at least once every six weeks.
- The Cleaner is expected to monitor the stock of cleaning materials, requesting additional supplies in good time.

#### Presbytery ("The Rectory")

- General cleaning of kitchen, sitting room, hallway, and bathrooms.
- Dusting, vacuuming, and mopping floors throughout The Rectory.
- Cleaning inside windows and mirrors as required.
- Wiping down work surfaces, shelves, and kitchen appliances.
- Cleaning the bathroom(s), including toilet, sink, shower, and bath.
- Cleaning bedrooms, including dusting and vacuuming.
- Changing bed linen as required.
- Ironing, folding, and putting away clothes, table linen and bed linen.
- Occasional deeper cleaning by prior arrangement (e.g. oven, fridge).
- A brief litter sweep of the area outside the front door.
- The Cleaner is expected to monitor the stock of cleaning materials, requesting additional supplies in good time.

### 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.

<b>Experience/Suitability for the role</b>	<b>Essential/ Desirable</b>
Relevant experience in a similar role	E
A desire and commitment to work for the Catholic Church	E
Experience working within a faith-based, non-profit, or charitable organisation	D
<b>Excellent Communication Skills:</b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people working or serving the Diocese i.e. employees clergy contractors etc.	
<b>Excellent Organisational Skills:</b> Good organisational skills and the ability to prioritise, work to deadlines and work on own initiative as necessary	E
<b>Collaborative Teamwork:</b> works effectively in teams, contributing ideas, and supporting others, building positive relationships	E
<b>Problem Solving:</b> able to approach challenges creatively and make informed decisions under pressure	E

<b><i>Adaptability and Flexibility</i></b> -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
<b>Other Requirements</b>	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
Basic understanding of the Catholic Church and its structure	D