



# Diocese of Westminster

|                                     |  |
|-------------------------------------|--|
| <b>Job Profile</b>                  | Parish Cleaner   |
| <b>Department / Parish / Agency</b> | Spanish Place  |
| <b>Reporting to</b>                 | Parish Administrator   |
| <b>Cost Centre</b>                  | SPANP  |
| <b>Location / Address</b>           | 22 George Street, London, W1U 3QY  |
| <b>Management of</b>                | n/a  |
| <b>Contract type</b>                | Permanent  |
| <b>Hours</b>                        | 10 hours per week (working days and times to be discussed with successful candidate) |
| <b>Salary</b>                       | £13.85 per hour / £7,202 per annum   |
| <b>Job reference number</b>         | 785-SPANP  |

## **Job Purpose:**

We are seeking a reliable, detail-oriented, and professional individual to help maintain the cleanliness and care of our church buildings, including the church, social centre, and rectory. The successful applicant will work alongside another cleaner as part of a team, helping to create a welcoming, hygienic, and respectful environment for all who visit and worship here.

A strong work ethic, a commitment to high standards, and respect for the Catholic faith and traditions are essential to this role.

## **Principal duties and responsibilities:**

### *Routine Cleaning Duties*

- Sweep, mop, vacuum, and clean floors across all parish buildings
- Brass work, including all altar railings
- General cleaning of the church, sacristy, rectory, office, communal areas, common parts etc.
- Clean and disinfect all toilet facilities (Men's, Ladies, Accessible)
- Restock essential supplies: toilet rolls, hand soap, sanitiser, etc.
- Empty bins and manage waste disposal and recycling appropriately
- Service entrance lobbies and corridors to the church

### *Parish Centre Specifics*

- Clean all areas of the Parish Centre (main hall, kitchen, choir room, corridors, stairwells, vestibules) at least once per week, with increased frequency as needed
- Kitchen:
  - General clean weekly
  - Deep clean of appliances and cupboards on a six-week rotation
- High surfaces, door frames, windowsills, and similar areas should be cleaned on a rotational basis at least once every six weeks
- Priests' residence, one floor each week
- Common areas of associated parish property.

#### *Event & Ad-hoc Cleaning*

- Prepare church facilities for special events, services, or hall bookings
- Clean up post-events and as requested by clergy or staff
- Respond to occasional one-off cleaning needs as they arise

---

### **Our Values**

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. 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 and Love.**

#### **Competence**

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

#### **Reliability**

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

#### **Honesty**

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

#### **Perseverance**

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

#### **Love**

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

### **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>Competencies</b>   | <b>Essential/<br/>Desirable</b> |
|---|---------------------------------|
| <b><i>Excellent Communication Skills:</i></b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.   | E                               |
| <b><i>Excellent Organisational Skills:</i></b><br>able to manage multiple deadlines and maintain attention to detail  | E                               |
| <b><i>Collaborative Teamwork:</i></b> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary | E                               |
| <b><i>Problem Solving:</i></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>Experience</b>   |   |
| Relevant experience in a similar role   | E |
| Experience working within a faith-based, non-profit, or charitable organisation   | D |
| Familiarity with health & safety procedures and COSHH regulations   | D |
| <b>Technical Skills</b>   |   |
| Excellent attention to detail and ability to follow instructions accurately   | E |
| Respectful and mindful of the church environment and the Catholic faith   | E |
| Punctual, dependable, and able to manage time effectively   | E |
| Able to carry out physical tasks (lifting, bending, operating cleaning equipment)   | 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 |
| A desire and commitment to work for the Catholic Church   | D |
| Basic understanding of the Catholic Church and its structure  | D |