



Job Profile	Domestic Assistant
Department / Parish / Agency	Allen Hall Seminary
Reporting to	Domestic Supervisor
Cost Centre	FAC
Location / Address	Allen Hall Seminary
Management of	n/a
Contract type	Permanent – Part Time
Hours	21 hours per week (Monday, Thursday and Friday, 8:30am to 4:00pm with a 30-minute unpaid lunch break)
Salary	£14.80 per hour
Job Reference	832-FAC

Job Purpose:

Allen Hall is a Seminary where men are resident and train for the Catholic priesthood. The purpose of this role is to maintain high levels of cleanliness to ensure that Allen Hall provides a safe, clean environment for the seminarians, staff and users of the building.

Principal duties and responsibilities:

1. To service guestrooms
2. To undertake the following housekeeping tasks:
 - i. Clean and Hoover the reception area, student common room, communal spaces in the complex, classrooms and offices, staff sitting rooms and kitchenettes
 - ii. Service priest's flats including their kitchen, ovens, washing-up, bathrooms and making their beds.
 - iii. To collect, launder, iron and replace the Rectors and other resident priests' personal laundry
 - iv. Undertake house laundry i.e. beddings, towels etc.
 - v. Clean laundry area including machines and washing down floors
3. Repair priests' laundry and house linen.
4. Assisting with the operation of the hostel (July & August): This will include setting up and spring cleaning every guest room and common area. Set up and clear breakfasts, clean all kitchenettes and bathrooms each day. Service guest rooms each day. Laundry each day i.e. sheets and towels. Work weekends and bank holiday during hostel operation.
5. To prepare refreshments for meetings/conferences
6. Assist the kitchen staff to set the tables in the resident priest's breakfast room and refectory for breakfast (as required on a cover basis only)
7. Undertake any necessary training required
8. Undertake other ad hoc duties as required

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 fulfil 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.

Competencies	Essential/ Desirable
<i>Excellent Communication Skills:</i> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors	E
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> 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
<i>Problem Solving:</i> able to approach challenges creatively and make informed decisions under pressure	E
<i>Adaptability and Flexibility-</i> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	
Previous experience in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Other Requirements	
A willingness to work respectfully in support of the mission, values, and ethos of the Catholic Church	E
Ability to demonstrate sensitivity and respect for diverse groups	E
Physically fit with a positive can-do attitude	E

N.B Allen Hall is a Roman Catholic Seminary where residential students train for the priesthood. The successful candidate will demonstrate behaviour that aligns with the values of this environment and show respect for its Catholic ethos.