



# Diocese of Westminster

<b>Job Profile</b>	Parish Cleaner
<b>Department / Parish / Agency</b>	Barnet
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	BARNT
<b>Location / Address</b>	Mary Immaculate and St Gregory the Great, EN5 4HZ
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours</b>	4 HPW (Wednesday 9am-1pm flexible)
<b>Salary</b>	£15 per hour
<b>Job reference number</b>	858-BARNT

## **Job Purpose:**

To maintain a clean, safe, and welcoming environment in the parish halls in support of the parish mission

## **Principle duties and responsibilities**

1. To undertake general cleaning duties within the parish, this will include:
  - Cleaning the Presbytery and office
  - Hoovering, Dusting, wiping down counters etc
  - Cleaning presbytery toilets
2. To notify the parish priest of malfunctions in equipment or any building defects that requires attention
3. To undertake any hoc cleaning duties as required.

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## **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.

<b>Competencies</b>	<b>Essential/ Desirable</b>
<b>Excellent Communication Skills:</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>Excellent Organisational Skills:</b> able to manage multiple deadlines and maintain attention to detail	E
<b>Collaborative Teamwork:</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>Problem Solving:</b> able to approach challenges creatively and make informed decisions under pressure	E
<b>Adaptability and Flexibility-</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
<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