



## **Job Description for the Post of Cleaner**

### **Background**

St Paul's is a Church of England Church in the Evangelical tradition for all ages in the Northumberland Heath area of Erith, Kent.

### **Main Purpose of the Post**

To provide a range of cleaning duties in support of the weekly programme of events at St Paul's Church.

### **Duties and Responsibilities**

- Cleaning, vacuuming, polishing and tidying the Church, Vestries, kitchen, toilets, church hall, church office, other church rooms, corridors and stairs;
- Other tasks such as specified e.g. replenishing used items;
- Provide a shopping list of cleaning materials as required;
- Adhere to all health and safety requirements;
- Attend meetings such as staff meetings, staff appraisals, or staff training as required;

### **General**

The duties of your role will normally be of a routine and planned nature but there will be a need for you to show some flexibility in undertaking the weekly duties in order to provide for additional services such as weddings and funerals and any additional social events.

You will be expected to keep a log of work undertaken (completed on Fridays) and to notify the line manager of any issues which may arise, in particular, damage or faults to the church building or equipment, or a need for specialist cleaning.

As the duties are of a physical nature, you will also need to demonstrate a level of fitness in keeping with the tasks to be undertaken, knowledge and experience of use of cleaning machinery.

### **Accountability**

You will be accountable to the PCC as employer through your line manager the Minister or designated Churchwarden.

## **Terms & Conditions**

The hours of work are 10 hours per week term time and 2 hours per week during school holidays.

The salary is £10.75p per hour for 10 hours per week.

There are four weeks annual leave (pro rata) plus eight days Bank holidays.

There will be a Three (3) months probationary period.

## **Person Specification for the Post of Cleaner**

- To have a pride in keeping St Paul's Church clean and tidy;
  - The ability to be flexible in relation to duties and hours of work;
  - It is important that you are very reliable and trustworthy;
  - To have a friendly and helpful disposition, and be able to welcome visitors to the church from time to time;
  - The ability to be observant and aware of what is happening in respect of activities within the Church;
  - To be physically able to undertake the tasks required;
- Able to use own initiative to identify and resolve related issues.

## **To Apply for the Post of Cleaner**

Please send your application form specifying what cleaning experience you have to:

Mrs J. Cunnew  
Office Administrator  
St Paul's Church,  
Mill Road,  
Erith,  
Kent, DA8 1HN

or email: **[office@spnh.org.uk](mailto:office@spnh.org.uk)**