

Cleaner Caretaker

Hexham

Role Description and Person Specification

A place of worship since 674, Hexham Abbey plays an important part in the development of Christianity in Northumbria from the 7th century to the present day. Around 100,000 visitors, tourists and pilgrims come to the Abbey each year to attend our services, for private prayer, out of historical interest and in search of quiet space. The Abbey is used regularly for diocesan and civic services, and for a variety of special celebrations, making it a good deal more than a parish church. A Grade I-listed building, it gives Hexham its character as an abbey town, with the church providing a visible and public focus of community life. Our mission, liturgy and spirituality have a fundamentally outward-facing character, as well as helping to shape and form the life of our congregation.

We aim to welcome every visitor, whether international, local or from elsewhere in the country with open arms, hoping to make their first impression memorable.

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

Role Description

Main purpose of the role	The Cleaner Caretaker is part of a team that is essential to the daily operations of the Abbey and its visitors. They ensure that the Abbey, both internally and externally is clean and safe following the cleaning schedule
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What the role involves You will be expected to:

- Ensure that the Abbey is cleaned in accordance with the approved cleaning schedule.
- Perform caretaking duties to move, set up and take down furniture for events and services
- Carry out any emergency cleaning
- Carry out tasks to external areas of the premises including rubbish removal, leaves clearance, winter gritting as required and discussed or identified
- During quieter periods non-routine cleaning will be undertaken, for example high level cleaning, deep cleaning, carpet cleaning, strimming, etc.
- Maintain and order inventory levels for cleaning supplies and consumables
- Oversee the closing of the Abbey and Exhibition Centre
- Support the activities of the Abbey by ensuring facilities are clean, tidy and ready for use.
- To operate cleaning machinery and ensure tools and equipment are in good working order
- undertake any other duties as required by the organisation
- Attend meetings for your support, guidance or supervision
- Be aware of and comply with all relevant safeguarding requirements
- Know how to respond to and report any safeguarding concerns or allegations
- Maintain Health and Safety standards at all times
- Report any areas of concern to the Abbey Operations Manager
- Undertake any other reasonable tasks requested by the Abbey Operations Manager or Rector, or other authorised person to allow the efficient running of the Abbey

When and where you will be doing it Monday to Friday from 3.30pm to 6pm. Working hours may be flexible subject to operational requirements.

Additional hours may be available as required by the organisation.

Disclosure and Barring Service check A basic check is required.

To whom you will be responsible The Abbey Operations Manager and Rector

Safeguarding training requirements The following safeguarding pathways will need to be completed:

- Basic Awareness

Support you will be given Support from the Abbey Operations Manager and Rector
Support from the Abbey staff team
Training

Other information	<p>This will be an annualised hours contract at £11.76 per hour.</p> <p>30 days holidays to include bank holidays (pro-rata)</p> <p>Pension Scheme</p> <p>Life Assurance</p> <p>Full terms and conditions of employment are described in the Written Statement of Particulars of employment</p> <p>Car Parking</p>
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Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	<p>This role requires someone who:</p> <ul style="list-style-type: none"> • Has a flexible approach to work • Pays attention to detail and is well organised • Understands and maintains appropriate boundaries of confidentiality • Has good communication skills • is able to effectively manage and deliver the agreed cleaning schedule • Builds good relationships with tact and sensitivity • Is punctual • Is willing to develop skills and to engage with training • The ability to work effectively and collaboratively as a member of a small team is essential • Is physically able to cope with the role
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Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statment entitled Promoting a Safer Church .
Training	<p>Everyone must undertake training that is relevant to the role.</p> <p>Most safeguarding training can be completed online via the Church of England's Safeguarding Training Portal. However, face-to-face training will be provided to anyone who can't access the online portal.</p> <p>Safeguarding training needs to be refreshed every three years.</p>
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

Document Approval

This document was approved by Kirsty Wills on 02/01/2024.