

SACRED HEART CHURCH, WIMBLEDON
PART-TIME CLEANER

BACKGROUND

1. The Sacred Heart Parish is a thriving community in which a large range of activities takes place within the Church and Halls complex.

PARISH STRUCTURE

2. The Parish Priest is in overall charge of the parish and he is assisted by the Pastoral Team, the Pastoral Council, the Parish Finance Committee, the Halls' Sub-committee and by various other voluntary and paid staff.

GENERAL SCOPE OF THE JOB

3. The caretaker is responsible for the day to day security, cleaning, maintenance and upkeep of the Parish Halls, Church and Presbytery and the surrounding grounds.
4. The cleaner will work under the direction of the caretaker.

JOB DESCRIPTION

5. Main Duties
 - a. Undertake the following cleaning as directed by the caretaker:
 - i. Daily and weekly cleaning of the halls to a high standard of cleanliness.
 - ii. Sweep the paved surfaces in the church grounds to keep them free of litter.
 - iii. Check for and clear rubbish from the church grounds on a regular basis.
 - iv. If required, assist the voluntary church cleaners.
 - v. Check that clean tea-towels and other cleaning requisites are on hand in the Hall kitchens for the use of hirers.
 - vi. Check that toilets are serviceable before lettings.
 - vii. Empty waste bins in accordance with the parish's 'green waste' policy.
6. Other Duties
 - Assist the caretaker with maintenance tasks (such as replacing light bulbs).

PERSON SPECIFICATION

1. The person appointed will be able to demonstrate in either paid or voluntary capacities:
 - a. Previous cleaning experience
 - b. Ability to work as part of a team
 - c. Good oral skills to talk to other staff, hall users and parish members
 - d. The physical capability to move tables and chairs and set up meetings.

CONDITIONS OF SERVICE

2. Temporary Appointment.

This is a **temporary appointment** which will terminate on 20 December 2019 but the appointment may be extended beyond that date by mutual agreement.

3. Wages: £10/hour, paid monthly

4. Working Hours

The post is for 10 hours per week, 2 hours daily, Mon – Fri, school term-time only.

5. DBS Check

The appointment will be subject to an Enhanced DBS check plus a two-month probationary period.

6. The appointment will be under the conditions of service for the Roman Catholic Arch-diocese of Southwark.

Completed application forms (CVs will not be accepted) should be returned to The Parish Priest, Sacred Heart Presbytery, Edge Hill, Wimbledon, London SW19 4LU by Fri 24 May 2019.

Shortlisted candidates will be informed by 28 May and final selection will be held on 31 May.