

Woodlands Presbyterian Church

JOB DESCRIPTION

Post:	Church Cleaner
Reports to:	Congregational Committee
Responsible to:	Kirk Session
Location:	Woodlands Presbyterian Church
Wages:	JNC scale £8.93-£9.06 hourly rate (PAYE monthly)
Hours:	16 hours per week (2-3 hours on Saturday required)

Job Summary

The Church Cleaner is responsible for providing a comprehensive cleaning service to the Church Property.

Duties & Responsibilities

1. To keep the interior of the buildings clean and presentable
2. To liaise with the designated line manager
3. Regularly clean the Church Sanctuary
4. Regularly clean the halls, other rooms, toilets and kitchens.
5. To regularly clean and Hoover all floors.
6. Mirrors, interiors of windows, work surfaces to be cleaned as required.
7. Toilets to be kept clean and hygienic including fixtures and fittings
8. To manage a small float provided to ensure adequate supplies of toilet rolls, hand soap, washing up liquid and cleaning materials etc are maintained.
9. To empty and clean internal bins
10. Laundering of tea-towels and dish clothes as required.
11. To carry out an annual programme of 'spring cleaning' eg deep clean of kitchen and coffee bar areas as per cleaning schedule
12. To ensure facilities are cleaned after major church events eg following BB and GB displays.

13. To ensure the church property is prepared properly for weddings, funerals and other ad hoc special events.
14. To ensure the church property is cleaned following weddings, funerals and other ad hoc special events
15. Ensure grounds are kept litter free
16. Any other duty which the Congregational Committee or Kirk Session deem necessary in the post.

This job description is a reflection of the post as perceived by Woodlands Presbyterian Church. As this role develops the duties and responsibilities of the post may be subject to change.

Date: December 2018

Woodlands Presbyterian Church

PERSONNEL SPECIFICATION

Post:	Church Cleaner
Reports to:	Congregational Committee and Line Manager
Responsible to:	Kirk Session
Location:	Woodlands Presbyterian Church
Wages:	JNC scale £8.93-£9.06 hourly rate (PAYE monthly)
Hours:	16 hours per week (2-3 hours on Saturday required)

Essential Criteria:

1. Experience in a paid capacity of a cleaning job outside the home environment.
2. Knowledge of the requirements of a cleaning job outside the home environment
3. Knowledge of cleaning methods, procedures and equipment used in a cleaning job outside the home environment.

NB - This post will be subject to a disclosure of criminal background check (see www.nidirect.gov.uk)

A permanent appointment will follow a successful 3 months probationary period as ratified by Line Manager/ Church Committee

Holidays – based on hours worked the pro rata (which is 67hours)

Closing date for applications Monday 7th January 2019

It is hoped that interviews will be Wednesday 23rd January 2019

Date: December 2018

Vacancy Application Form

- Please write clearly.
- All information will be treated in confidence and will be used by Woodlands Presbyterian Church staff / employers to assess your suitability for the job.
- Failure to complete this application form correctly and in full may lead to your application not being processed further.

Vacancy Closing Date

5pm - Monday 7th January 2019

The Vacancy

Name of the company Woodlands Presbyterian Church.....

Job applied for Church Cleaner.....

Job reference number N/A.....

About Yourself

Surname Title

Forename/s

Address

..... Postcode

Country of Birth

Home/Mobile telephone number

Business telephone number (if any)

Email Address

Do you hold a current driving licence? Yes No

Are you a car owner or do you have use of a car? Yes No

If you have a disability which requires reasonable adjustments at the selection interview, or which needs to be taken into account when considering your application please let us know. Reasonable adjustments would include sign language interpreters, altering the time of the interview or making the interview room accessible for you.

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Your Qualifications

Type of Exam (GCSE, A Level etc)	Date Taken	Subject	Grade

Verification of qualifications may be sought by the employer.

Other information

(Any other evidence to support your application. For example, any experience relevant to the Job you are applying for.)

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Hobbies and Interests (Please give details)

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Character References

Provide below the name, address and occupation of two responsible persons who know you well in private life and who are willing to answer questions about your character. For example, one referee could be a previous employer and the other one a family friend or neighbour. They should not be a relative.

Name

Address

.....

..... Postcode

Occupation

Tel. No

Name

Address

.....

..... Postcode

Occupation

Tel. No

Employment History

Provide below details of your full employment history, starting with your present or most recent job.

Name and Address of employer	Date started	Date Ended	Position Held (Give brief description of duties)	Reason for Leaving

* Use additional paper if required

Do you have any objections to contact being made with your present or past employer?

Yes

No

CONVICTIONS: Unprejudiced consideration will be given to candidates who declare criminal conviction(s). Only offences which are manifestly incompatible with the post in question will result in candidates being excluded from consideration.

Have you ever been convicted of a criminal offence (other than those that would be considered spent under the Rehabilitation of Offenders Order (NI) 1978)?

Yes

No

Please give details

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PLEASE NOTE: Spent convictions will have to be declared for some positions (e.g. work involving substantial access to children or vulnerable adults). If you are applying for such work you will be asked to complete an additional vetting form.

Declaration

I declare that the information that I have given is correct

Signed

Date

Please send the completed form to:

Woodlands Presbyterian Church (Marked Private and Confidential)
48 Burleigh Drive,
Carrickfergus,
BT38 8HW

To arrive by 5pm on Monday 7th January 2019