

Cleaner

Hours: 15 per week (or 30 if also applying for the caretaker / facilities co-ordinator role currently advertised)

Flexible working arrangements to suit the needs of the church, possibly involving weekends or evenings.

Annual Salary: £8020 (adjusted pro rate for any changes in weekly hours)

About us

Holy Trinity is a welcoming, Christ-centred Bible-teaching church near the centre of Norwich. We welcome people of all ages, and from all sorts of backgrounds - those who wish to discover Jesus Christ for the first time, and those who want to grow further in knowing Him and making Him known.

About the role

We are looking for an enthusiastic and motivated Cleaner to join our dedicated staff team, working alongside our Caretaker / Facilities Co-ordinator. The post holder will be expected to have excellent cleaning standards. Enthusiasm and a willingness to work hard as part of a team are essential.

The successful candidate will:

- Be conscientious and reliable
- Be a great team player but able to work effectively unsupervised when required
- Have some previous cleaning experience
- Have knowledge of basic Health and Safety in the work place
- Take pride in cleaning and looking after our buildings

We are also advertising for a Caretaker / Facilities Co-ordinator (15 hours). We are willing to combine both advertised jobs (caretaker / cleaner posts) to form one full time post (30 hours); please state your intentions clearly when completing the application form and supporting statement.

Purpose of the role

To ensure that the church buildings are clean and tidy and that equipment and furniture is suitably set out and ready for use (working alongside the caretaker and other volunteers)

Main Responsibilities

- Ensure the buildings are cleaned in accordance with the approved specification
- Carry out any emergency cleaning.

JOB DESCRIPTION

- To operate cleaning machinery and ensure tools and equipment are in good working order.
- To complete laundry duties as directed by the Church Administrator
- During periods when the church premises are not used as much, non-routine cleaning will be undertaken; this might include high level cleaning, deep cleaning, carpet cleaning etc.
- Other - undertaking such other duties as appropriate for the role or as directed by the Caretaker or Church Administrator

As a Christian organisation the Christian faith is an integral part of our working culture. The post-holder will be expected to play a full role in the daily life of the staff team and be sympathetic to the Christian convictions and ethos of the church.

Preliminary visits to the church or discussions regarding the post are highly encouraged by arrangement with the Church Administrator, email address: info@trinitynorwich.org who will be pleased to discuss the post in more detail.

The application form can be accessed via the Church website on:
<https://www.trinitynorwich.org>

Closing date for applications: Friday 24th June 2022

Interviews to be held w/b: Monday 4th July 2022

Work location: Holy Trinity Church, 110A Trinity Street, Norwich. The role will also involve working at the church hall in Cambridge Street and the Jenny Lind community room, Vauxhall Street

Employer: Holy Trinity Parochial Church Council (PCC)

Accountable to: The Church Administrator, The Incumbent and Churchwardens

Person Specification

Requirements	Essential for post	Desirable for post
Proven Ability	<ul style="list-style-type: none"> • Previous cleaning experience • High standards of cleaning • Good communication skills • A basic understanding of Health and Safety relating to the post 	<ul style="list-style-type: none"> • More than two years' previous experience in a caretaker or other similar role. • Experienced in managing volunteers or other employees
Qualifications		<ul style="list-style-type: none"> • Relevant training related to a cleaning post
Special Qualities & Aptitudes	<ul style="list-style-type: none"> • Organisational skills and the ability to prioritise and use initiative. • Good communication skills • Hard working • Conscientious / attention to detail • Flexibility around working hours. • Willing to undertake necessary training. • Be able to reflect the ethos and mission of Holy Trinity in all dealings with staff, church members and visitors 	<ul style="list-style-type: none"> • DIY / practical skills