

# Application Pack

Weekend Cleaner – May 2021



Worcester Cathedral is a magnificent sight as it rises majestically above the River Severn. Worcester has been the seat of a bishopric since the Seventh Century, and the Cathedral was served by monks until the Reformation. St Oswald and St Wulfstan were among the bishops. Since the eighteenth century, the Cathedral has been famous for its part in the annual Three Choirs Festival, the oldest choral festival in existence. Today the Cathedral is the centre of a vibrant community of clergy and laypeople, offering the praises of God each day, serving the city and diocese of Worcester and attracting visitors from all over the world.

The Cathedral community is diverse with over 50 staff and 300 volunteers. We are rightly proud of the tremendous heritage and number of partners we work with across the Cathedral to provide a warm welcome to the visitors here to learn more about the history of the building, attend our many events and activities and to experience the spiritual opportunities of the Cathedral.

In the role of cleaner you will be meeting with colleagues from the range of departments and across the Cathedral site facilities including the newly opened Undercroft Learning Centre.

We are looking to recruit a cleaner who will support the operation of the Cathedral. This is a new post and we are looking for someone with excellent communication and organisation skills who is self-motivated with the ability to identify and complete tasks without direct supervision.



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# Job Description

**Job Title:** Weekend Cleaner

**Reporting to:** Service Team Manager

**Responsible to:** Estates Manager

**Salary:** £9.50 per hour in line with the National Living Wage

**Days/hours:** Saturday 7am – 11am and Sunday 7am – 9am, 6 hours.

## Job Purpose:

To provide a weekend cleaning service at our Cathedral Site facilities cleaning toilets, associated corridors and our main office facility. Additional hours may be offered in accordance with booked events if desirable to the post-holder.

## Duties & Responsibilities:

- 1 Vacuuming, sweeping, and mopping floors of various types.
- 2 Cleaning toilets, sinks, and kitchen fixtures.
- 3 Cleaning corridors and our main office facility.
- 4 Emptying and cleaning waste bins.
- 5 Dusting ceilings, light fittings, countertops and loose furniture.
- 6 Damp wiping, washing or polishing furniture, ledges, window-sills and external surfaces of cupboards, radiators, shelves and fitments.
- 7 Replenishing consumable items (soap, toilet rolls, paper towels), as required.
- 8 Checking and closing windows, switching off lights & un-setting/setting an alarm.
- 9 Liaising with the line manager to ensure that you always have sufficient cleaning products.
- 10 Reporting any breakages that occur during the cleaning process.
- 11 Informing the line manager of repairs that need to be done.



# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

<b>PERSON SPECIFICATION:</b>		
<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Skills	Excellent communication and organisation skills.  Ability to communicate with a wide range of people.  Self-motivation and the ability to identify and complete needed tasks without direct supervision.  Ability to handle equipment and machinery used in cleaning.	
Knowledge	Understanding and following of safety rules.  Understanding of health and safety regulations.  Knowledge of cleaning chemicals, proper storage and disposal methods.	Excellent knowledge of Health & Safety within the workplace.
Personal Qualities	Ability to prioritise work and work in an organised manner.  Ability to manage time.  Take pride in a job well done.	Willingness to work flexibly on occasions.
Qualifications/ Experience	Proven experience in a similar role.	

## **Health & Safety:**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

## **Safeguarding:**

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct, and undertaking any safeguarding duties commensurate with their specific role.



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# How to apply

## **Working Patterns**

The post is a part-time position of 6 hours and will be worked **Saturday 7am-11am and Sunday 7am-9am**, with the option of additional hours in accordance with booked events should the post-holder wish.

## **Annual Holidays**

Statutory pro-rata holiday entitlement for hours worked, 6 hours work = 33.6 hours

## **Pension Scheme**

All eligible members of staff will be automatically enrolled into the occupational Staff Pension Scheme, operated by Royal London. Contributions will be payable by the member of staff at 4% of basic salary and a 5% contribution by the Chapter. There is also death in service cover offered to all staff. The Chapter may amend the pension scheme at any time.

## **Staff Discount**

All employees will receive a 10% discount on purchases in the Gift Shop and Café within the Cathedral.

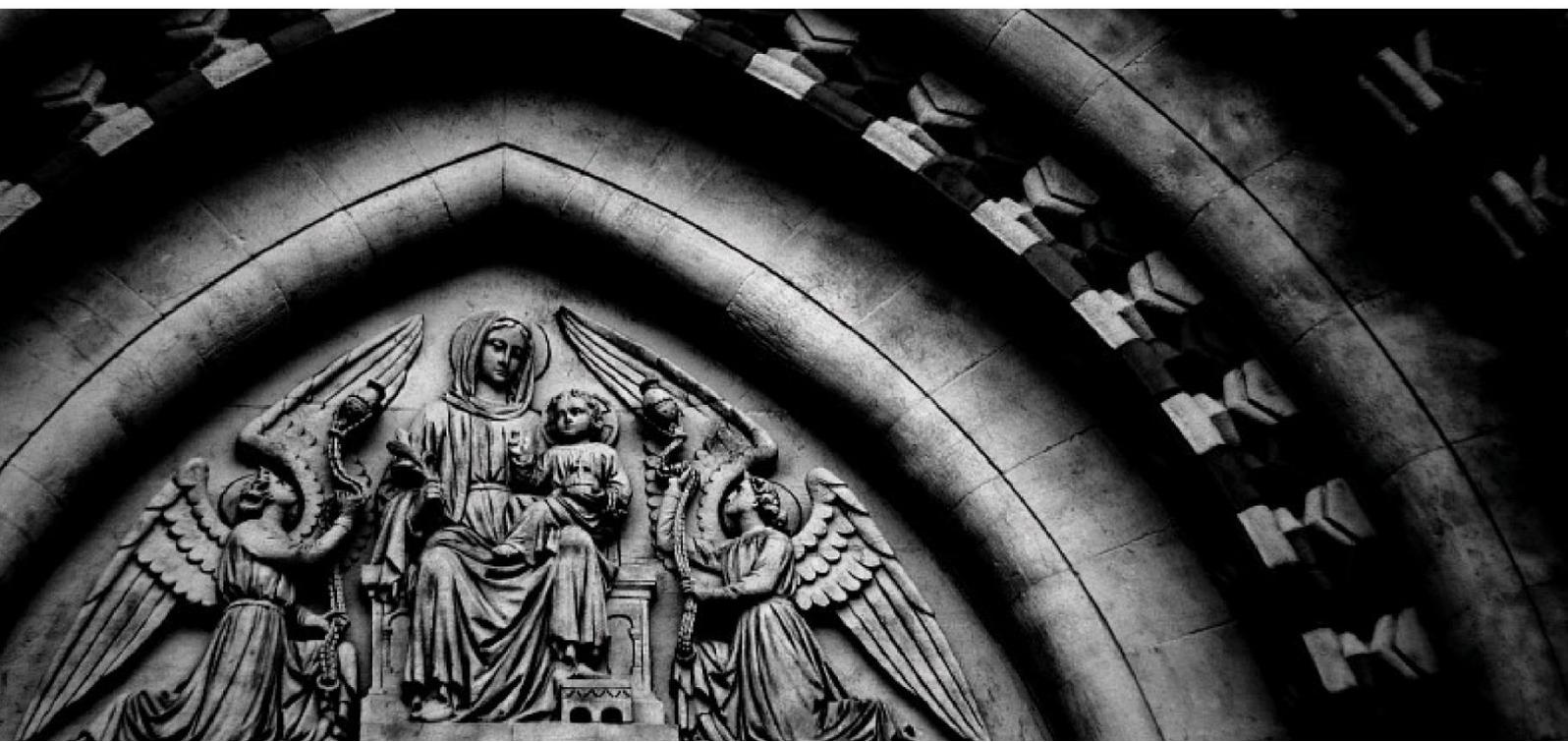
## **Employee Assistance Programme**

All employees and their immediate family have access to a range of confidential support through our commissioned employee assistance programme.

## **TO APPLY**

Please send the completed application form found on our website to:

[jobs@worcestercathedral.org.uk](mailto:jobs@worcestercathedral.org.uk)





The Chapter Office  
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[www.worcestercathedral.co.uk](http://www.worcestercathedral.co.uk)



Worcester Cathedral is fully committed to Equal Opportunity policies.