

# Down and Connor Diocesan Trust



## **Ethos and Values required of all Employees**

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Catholic religion in the Catholic Diocese of Down and Connor and the advancement of any charitable purpose supported by the Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on togetherness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity. Likewise, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching and mission of the Catholic Church.

This includes:

### **Respect for the Inherent Dignity of every person:**

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact and to contribute to a collaborative and supportive atmosphere among those with whom you work.

### **Respect for Teaching and Practice:**

Our expectation is that everyone who works for the Diocese:

- ❖ will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church and act in a manner that is consistent with the values and ethos of the Diocese.
- ❖ will adhere to high standards of ethics at all times and be personally active in supporting an ethical and courteous culture among all Diocesan staff.



## DUNEANE PARISH CHURCH OF ST OLIVER PLUNKETT

<b>ROLE PROFILE:</b>	<b>CHURCH CLEANER</b>
<b>Reporting and Accountable to:</b>	<b>The Parish Priest</b>
<b>Responsible for:</b>	<b>Providing an efficient and comprehensive cleaning service to the Parish to ensure the Church is tidy and maintained at the highest level of cleanliness at all times.</b>  <b>Adherence to Covid-19 Secure Protocols.</b>
<b>Key Performance Measures:</b>	
<ul style="list-style-type: none"><li>• Feedback from the Parish Priest, the Parish Team and 3<sup>rd</sup> Party Providers;</li><li>• Professionalism and helpfulness in dealing with others, both internally and externally;</li><li>• Compliance with and adherence to relevant legislation and regulatory requirements as issued by the Diocese of Down and Connor;</li><li>• Maintaining a professional approach to work at all times;</li><li>• Projecting a professional and reputable image for the Parish at all times.</li></ul>	
<b>Detailed Responsibilities of this Role:</b>	
<p>In fulfilling this role, the job holder undertakes the following activities:</p> <ul style="list-style-type: none"><li>- General cleaning duties within all areas of the Church using the appropriate equipment and cleaning agents: Duties to include, sweeping, vacuuming, mopping, dusting and emptying bins;</li><li>- Clean Church toilets ensuring soap, towels and toilet rolls are provided;</li><li>- General cleaning duties within the Sacristy, duties to include sweeping, vacuuming, mopping, dusting and emptying bins;</li><li>- Carry out heavy cleansing tasks and special projects as required;</li><li>- Mix and dispose of all cleaning solutions appropriately;</li><li>- Stock control of all cleaning materials and replace as necessary;</li><li>- Ensure cleaning products and equipment are stored away safely and securely when not in use;</li><li>- Report any accidents, incidents or repairs to the Parish Priest in a timely manner;</li><li>- Adhere to Health &amp; Safety Policy when undertaking tasks and whilst on the premises;</li><li>- Co-operate with other staff and visitors to the Church.</li></ul>	

**GENERAL:**

- Adhere to the policies and procedures of the Diocese of Down and Connor, and all relevant statutory bodies, regulations and requirements; paying particular attention to guidelines in relation to managing the risk of Covid -19;
- Compliance with and adherence to Diocesan policies and procedures at all times;
- Maintaining confidentiality on matters relating to the Diocese of Down & Connor at all times.

**JOB DESCRIPTION REVISION:**

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the office. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Parish.

**CHURCH CLEANER  
DUNEANE PARISH  
CHURCH OF ST OLIVER PLUNKETT**

**PERSON SPECIFICATION**

	<b>ESSENTIAL CRITERIA:</b>
<b>EXPERIENCE/ PERSONAL ATTRIBUTES AND SKILLS:</b>	<ul style="list-style-type: none"> <li>- Previous cleaning experience;</li> <li>- Capability and mobility required to facilitate the carrying out of the responsibilities within the role;</li> <li>- Excellent communication skills and the ability to work as part of a team;</li> <li>- Excellent organisational and time management skills;</li> <li>- Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times;</li> <li>- A clear commitment to the work and mission of the Diocese of Down and Connor and the Parish.</li> </ul>
<b>LOCATION:</b>	<b>Church of St Oliver Plunkett, Toomebridge, BT41 3PE</b>
<b>SALARY/HOURLY RATE OF PAY:</b>	<b>£ 9.50 gross per hour</b>
<b>HOURS of WORK:</b>	<b>3 hours per week – work pattern to be agreed with the Parish Priest.</b>  <b>Ability to work flexible hours is required from the post holder from time to time.</b>
<b>ANNUAL LEAVE:</b>	<b>32 days per annum which is inclusive of 12 customary days of holiday.</b> <b>[Pro-rata for part-time employees]</b>