



Bangor Parish Church

Job Description: Church Cleaner

Part-time staff appointment to provide a range of cleaning duties in support of our weekly programme of ministries and events.

Terms and Conditions

8 hours per week split evenly on Tuesday and Friday (preferably 9am-1pm).

Rate per hour: £10.50

Line Manager: Mission and Operations Coordinator

Contract type: 1 year initially, and subject to a 3-month probation period

Annual Leave: 4 weeks (pro rata), plus statutory holidays

Summary of Duties and Responsibilities

Cleaning, vacuuming and tidying the Church, Dufferin Hall, kitchens, toilets, church offices, other church rooms, welcome area and stairs including brass and internal glass.

Replenishing used items (hand towels, soaps, toilet rolls, baby changing facility) and taking responsibility for ordering new stock.

Emptying bins including external static bins.

General check of the church grounds twice per week to remove any large pieces of litter. Litter picker and gloves provided.

Bringing back in of empty bins each Friday from Hamilton Road.

Adhering to all health and safety requirements.

Attending meetings such as appraisal or induction/training, as required.

The duties of the role will normally be of a routine and planned nature but there will be a need to show some flexibility in undertaking the weekly duties in order to provide for additional services such as weddings and funerals and any additional events.

Person Specification

A conscientious worker who:

- carries out all specified, and any other relevant, duties to the highest of professional standards, demonstrates integrity and protects the reputation of Bangor Parish Church through their work
- supports the ministry and mission of Bangor Parish Church through their work
- is punctual and reliable, able to manage time effectively
- demonstrates initiative and is able to work with minimum supervision
- follows Health & Safety, Food Hygiene, Fire Assessment, Risk Management and other core policies and procedures.

As the duties are of a physical nature, you will also need to demonstrate a level of fitness in keeping with the tasks to be undertaken, knowledge and experience of use of cleaning equipment.

Bangor Parish Church Cleaner

APPLICATION FORM

Notes to applicants - please read carefully

- It is important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements.
- **Closing date for applications is 11.00am on Friday 16th June 2023 – applications received after that time will NOT be considered.**
- Only those shortlisted will be progressed to the next stage of the recruitment process.
- Applicants selected for interview will be notified no later than **Monday 19th June 2023**. Interviews for the post will be held during the week following.
- Should you be successful you will be required to produce official original proof of any qualifications which you rely on to support your application.
- Canvassing will disqualify.
- Appointment to the position will be subject to satisfactory references and also AccessNI disclosure.

Please complete this form and email it to:

jonny@bangorparishchurch.org.uk

Personal Information	
Title:	
Forename(s):	
Preferred name to be addressed by:	
Surname:	
Address:	
Postcode:	
Home Telephone Number:	
Mobile Number:	

Email address:	
National Insurance	
Are there any restrictions on your continued residence or employment in the UK?	Yes / No (please delete as appropriate) If yes, please give details

Employment history

Details of present or most recent employment and position held

Date commenced employment:

Date left:

Employer Name:

Employer Address:

Job Title:

Salary:

Reason for leaving:

Period of Notice:

Duties and Responsibilities:

Details of previous employment and positions held (for up to the last five years – if applicable).

Employer Name and address	Position held	Dates	Reason for leaving
		From - To	

REFERENCES

Please give the contact details of two persons, not related to you, willing to act as a referee. The first referee should be your current/most recent employer and be in a direct supervisory/managerial capacity. The second reference, where possible, should be clerical - for example your current Minister or from a senior lay person – for example a current churchwarden. Referees should have a detailed up-to-date knowledge of your work. References will only be sought as part of the pre-employment check after interview.

Referee 1

Name:

Occupation:

Organisation Name:

Address:

Postcode:

Email Address:

Telephone number(s):

Referee 2

Name:

Occupation:

Organisation Name:

Address:

Postcode:

Email Address:

Telephone number(s):

If you have not named your current employer (or most recent employer) please state why:

Shortlisting Criteria

ONLY THIS SECTION OF THE FORM WILL BE USED FOR SHORTLISTING PURPOSES

Important Note for all Applicants:

- For shortlisting purposes, Selection Panels will **ONLY** use this section of the application form. Candidates **MUST** demonstrate how they meet the essential and desirable criteria in the relevant section.
- For all experience candidates must detail: Employers Name, Job Title and Dates of Employment.
- Each criterion is assessed individually and must therefore be completed in full, i.e. candidates should not rely on information included in a previous answer for another criteria.

Essential Criteria - Experience

Demonstrate experience in cleaning

Essential Criteria – Personal Attributes
Demonstrate commitment to the Christian faith and the values and ethos of Bangor Parish Church and the Church of Ireland.

If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these.

I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct, and understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

SIGNATURE DATE