HOLY TRINITY NORWICH

Cleaner / Facilities Assistant

Hours: up to 20 per week

Flexible working arrangements to suit the needs of the church, possibly involving weekends or evenings. We would consider two people job sharing this role. Please indicate this on the application form if interested in job sharing, with an indication of the number of hours you would be willing to work.

Salary: £11 per hour

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. We are an active church community with activities and outside groups using our church building, hall and community outreach room up to seven days per week.

About the role

We are looking for an enthusiastic and motivated Cleaner / Facilities Assistant to join our dedicated staff team. The post holder will be expected to have excellent cleaning standards and be willing to be involved in routine health and safety checks (training will be provided for this). 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 workplace
- Take pride in cleaning and looking after our buildings

Purpose of the role

Working alongside the staff team and volunteers, to ensure that the church buildings are clean and tidy, equipment and furniture is suitably set out and ready for use, and the grounds are well-maintained

Main Responsibilities

- Ensure the buildings are cleaned in accordance with the approved specification
- Carry out any emergency cleaning.
- 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.
- Conduct inspection, basic maintenance, and where applicable test, record and report on Health & Safety criteria in all Holy Trinity Facilities, for example:
    - Fire Safety
    - First Aid
    - Car Park & External Areas
- Supporting volunteers – working with members of the church to enable them to carry out projects and tasks related to cleaning and building or grounds maintenance
- Other - undertaking such other duties as appropriate for the role or as directed by our 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:

https://www.trinitynorwich.org

Closing date for applications: Friday 25th August

Interviews to be held w/b: Monday 4th September

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	• Previous cleaning experience • High standards of cleaning • Good communication skills • A basic understanding of Health and Safety relating to the post	• More than two years' previous experience in a caretaker or other similar role. • Experienced in managing volunteers or other employees
Qualifications		• Relevant training related to a cleaning/facilities post
Special Qualities & Aptitudes	• 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	• DIY / practical skills • Willing to participate in the life of the church