



**Cathedral Cleaner (37.5hrs)**  
Job Description and Person Specification  
2024

The Chapter of Peterborough Cathedral seek to appoint a reliable and meticulous cleaner for 37.5hrs per week.

Peterborough Cathedral is one of the finest Norman Cathedrals in the UK. With over 900 years of history, it is the resting place of two Queens, the site of civil war unrest and home to one of the rarest Nave ceilings in Europe. We have a thriving congregation of worshippers and welcome many visitors from across the world every day.

**Job Title**

Cleaner

**Principle place of work**

The majority of the role is fulfilled within the Cathedral, but there is some cleaning in other buildings

**Accountability**

The post-holder will work under the direction of the Head Verger when in the Cathedral, but otherwise report to the Head of Operations.

**Statement of Purpose**

The key purposes of the post are:

- Provide a visible, pro-active, professional and friendly cleaning service that gives visitors, staff and volunteers an excellent impression of the Cathedral
- To maintain the cleanliness and appearance of the Cathedral and Offices to a high standard

**Main Responsibilities**

- To carry out manual cleaning tasks, including, but not limited to, dusting, sweeping, vacuuming, mopping, spot cleaning of spillages, emptying bins and sanitising surfaces, toilets and communal areas.
  - In the Cathedral - daily
  - The Cathedral Offices – as requested
- Deep cleaning duties as directed by your line manager
- To manage stock levels of all cleaning and bathroom paper supplies for the Cathedral. Ordering in line with the Cathedral's Purchasing Policies
- To refill toiletries (handwash, toilet paper, antibacterial wipes, etc)
- To ensure the most appropriate cleaning equipment is being used for the space and when necessary sourcing replacement
- To use appropriate cleaning chemicals and ensure accurate data safety & COSHH sheets are maintained for all cleaning supplies
- To establish and supervise volunteer cleaning and regular cleaning projects
- To take part and comply in safety and other training as may be determined by the Compliance Officer
- To report maintenance issues immediately, e.g. broken equipment

- Flexibility to assist in cleaning of other areas of the Precincts following events or services

### **General**

- All Cathedral employees are required to abide by the Safeguarding policy
- All Cathedral employees are required to abide by the Data Protection policies and procedures
- All Cathedral employees are required to abide by the Health & Safety policies and IT policies
- Other tasks as necessary for the smooth running of the Cathedral, as directed by the Dean and Chapter through Head of Operations

### **Person Specification**

- Able to work as a member of a team
- Able to work independently and to use own initiative
- Self-motivated, enthusiastic, and proactive
- Adaptable and flexible
- Positive and approachable
- Good interpersonal skill to interact with the public and the Cathedral community
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- Reliable, consistent and with attention to detail
- Working knowledge of health and safety in the workplace
- Working knowledge of Control of Substances Hazardous to Health (COSHH)
- It is not a requirement that the post-holder be a practicing member of the Church of England but s/he must be able to understand and support the Cathedral's Christian ethos and vision

### **Educational requirements**

- English GCSE grade 4 or equivalent

The Chapter of Peterborough Cathedral takes the safety of everyone within the Cathedral very seriously and expects that everyone will work within the Cathedral safeguarding policy. In particular, the Cathedral expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Cathedral Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Disclosure and Barring Service:

This role will be conditional upon receipt of a satisfactory DBS check.

We are an equal opportunities employer.

### **What we can offer**

As well as a beautiful working environment and the opportunity to work with a great team of people, we can offer:

- A salary £24,000 PA
- Core working hours between 08.00 and 18.00 (flexible), 37.5 hours per week
- Membership of the Cathedral's pension scheme and well-being programme
- 25 days holiday per annum (pro rata) plus public holidays
- Free on-site parking
- This is a permanent post, subject to satisfactory probationary period

The role may occasionally include some evening and occasional weekend work for which time off in lieu is given.

## **How to Apply**

Applications should consist of a full CV and completed application form (available here: <https://form.jotform.com/232193751435052> ) outlining key matching experience.

The application form is submitted electronically, but the CV should be sent by email to: [dean.pa@peterborough-cathedral.org.uk](mailto:dean.pa@peterborough-cathedral.org.uk).

For a confidential and informal discussion please contact the Cathedral's Head of Operations, Maria Elsey, 01733 355315

The closing date for applications is: 5 p.m., Monday 15<sup>th</sup> July 2024, with interviews on Thursday 22<sup>nd</sup> July.