



Job Information Pack

Cleaner

Ferryhill Methodist Church, DL17 8JL.

Closing date: 25th April 2025
Interview date: 12th May 2025

Job Title: Cleaner.
Employed by: Ferryhill Methodist Church.
Location: Ferryhill Methodist Church, DL17 8JL.

Reports to: Accountable to the Managing Trustees of Ferryhill Methodist Church through an appointed Line Manager.

Purpose of role: To carry out cleaning duties within the church and its premises.

Main responsibilities:

- Keep Ferryhill Methodist Church clean, tidy and in a good state of repair.
- Follow any schedule or list of requirements provided to you by your Line Manager.
- Use cleaning products in line with COSHH data sheets or product information notes.
- As requested, and as necessary, unlock and lock up premises maintaining security.

Other requirements:

- Maintain a good understanding of the culture of Ferryhill Methodist Church.
- Undertake all other reasonable duties that are asked of you, and which support the evolving needs and mission of the Church.

Summary of terms and conditions:

Contract type	Part-time, permanent contract.
Working hours	3 hours per week.
Working pattern	As agreed with your Line Manager
Rate of pay	£12.60 per hour.
Location	Ferryhill Methodist Church, DL17 8JL.
Annual leave	Annual leave for this post it is calculated to be 19.8 hours.
Probation	Offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
DBS disclosure	Offers of employment are conditional on a satisfactory disclosure from the Disclosure & Barring Service (DBS).
Right to work	Offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training:	There may on occasion be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church. Training costs will be met by the Church.

Job Title: Cleaner.
Employed by: Ferryhill Methodist Church.
Location: Ferryhill Methodist Church, DL17 8JL.

Reports to: Accountable to the Managing Trustees of Ferryhill Methodist Church through an appointed Line Manager.

Purpose of role: To carry out cleaning duties within the church and its premises.

	E	D	A
Training and Qualifications			
Good understanding and use of written and spoken English		Yes	A, I
First Aid Certificate.		Yes	A, I, Q
Knowledge, Skills and Experience			
Previous experience of cleaning.	Yes		A, I
Working knowledge of H&S regulations.	Yes		A, I
Understanding of working safely.	Yes		A, I
Qualities and Aptitudes			
Good organisational skills.	Yes		A, I
Good attention to detail.	Yes		A, I
Good interpersonal skills.	Yes		A, I
Any Other Requirements			
Undertake training as required by law and the Methodist Church.	Yes		A, I
Supportive of the ethos of the Methodist Church.	Yes		A, I
Aware and sensitive to issues of Equality and Diversity in the Church.	Yes		A, I
Committed to work flexibly as the job requires.	Yes		A, I
A satisfactory disclosure from a DBS check.	Yes		A, I

Assessment:

A: Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E,** Exercise

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us [here](#).

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.