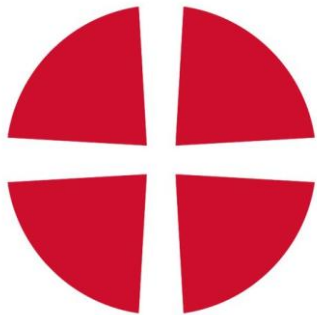




Cleaner, Caretaker

Normanby Methodist Church, Corner of Cleveland Street and
Patten Street, Middlesbrough, TS6 0LP

Job Information Pack

Closes to applications: **Sunday 26th July 2026, Midday**

JOB DESCRIPTION

Job title: Cleaner, Caretaker

Employed by: The Managing Trustees of Normanby Methodist Church

Location of work: Normanby Methodist Church, TS6 0LP

Reports to: An appointed Line Manager and management support group

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

Main responsibilities:

- Keep Normanby Methodist Church clean and tidy, reporting any issues to your Line Manager
- Follow any schedule or list of requirements provided to you by your Line Manager or member of the Church Council, including the setting up of the church rooms for worship, groups and activities, including weddings, baptisms and funerals.
- 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 Normanby Methodist Church.
- Undertake all other reasonable duties that are asked of you, and which support the evolving needs and mission of the Church.

PERSON SPECIFICATION

Job title: Cleaner, Caretaker

Employed by: The Managing Trustees of Normanby Methodist Church

Location of work: Normanby Methodist Church, TS6 0LP

Reports to: An appointed Line Manager and management support group

Purpose of role: To carry out cleaning duties within the church and its premises and arranging for set up of worship and activities

E = Essential, D = Desirable, M = Method of Assessment	E	D	M
Training and Qualifications			
Good understanding and use of spoken English	Yes		A,I
Knowledge, Skills and Experience			
Previous experience of non-domestic cleaning		Yes	A,I
Knowledge of H&S regulations		Yes	A,I
Understanding of 'working safely'	Yes		A,I
Qualities and Aptitudes			
Able to communicate effectively to a wide range of premises users	Yes		A,I
Able to work without regular supervision to agreed priorities and standards	Yes		A,I
Able to adapt positively to changing priorities and circumstances	Yes		A,I
Able to keep premises clean and tidy	Yes		A,I
Any Other Requirements			
Undertake training as required by law and the wider Methodist Church	Yes		A,I
Supportive of the ethos of Normanby Methodist Church	Yes		A,I
Be aware and sensitive to issues of EDI	Yes		A,I
A flexible approach to working to respond to the evolving needs of the Church	Yes		A,I
A satisfactory disclosure from an enhanced DBS check	Yes		DBS

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

GENERAL TERMS

Work arrangement:	Based at Normanby Methodist Church, Middlesbrough, TS6 0LP Evening and occasional weekend work is a fundamental part of this role At least 2 days free of responsibilities every week, to be arranged flexibly
Hours:	8 hours per week We are open to conversation about a core hour working arrangement with remaining contracted hours to be worked flexibly We are open to conversation with registered business owners whose existing client base and business services align with our needs
Salary:	£13.45 per hour The rate of pay for this post will track the Living Wage Foundation
Responsible to:	An appointed line manager and management support group
Responsible for:	N/A
Probationary period:	Offers of employment are conditional on the satisfactory completion of a 3-month period of probationary service. We reserve the right to extend this to a maximum of 5-months if it is felt necessary to do so
DBS Certificate:	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS)
Training:	There will be the need for you to attend training relevant to the continually evolving requirements of the Methodist Church. Where possible training will be undertaken in contracted hours but if this is not possible you will receive time off in lieu (TOIL). On appointment, the following training courses must be completed at the earliest opportunity: • Methodist Church Foundation Safeguarding Training • Methodist Church Unconscious Bias Training • Methodist Church EDI Training
Anticipated start:	Summer 2026

IMPORTANT NOTES

Adjustments:

Please contact us if you require adjustments making at any stage or to any aspect of the recruitment process. 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

Entitlement to work in the UK:

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

Experience, knowledge and skills:

The person specification lists the requirements for this post. The panel only consider information written on your application form and will assess this information against the person specification

References:

Any job offer will be conditional and subject to the receipt of satisfactory references. We reserve the right to withdraw a conditional offer of employment based on the references that we receive

Criminal convictions:

You will be asked to disclose details of unspent convictions. Having a criminal record does not automatically bar you from working with us but this will depend entirely on the conviction and the job that you have applied for

Data protection:

The information you provide will be held securely and in confidence. We process information in line with our Privacy Policy and the information we hold will, if you are appointed, 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 communities. 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 an 'Occupational Requirement' is in place for a vacancy and clearly stated as such, recruitment decision will be made solely on the basis of an applicant's ability and merit as measured against the criteria of the job

NEXT STEPS

As part of our safer recruitment procedure applications should be made on a Methodist Church application form. CVs are not accepted

- Request from and return completed application forms via Andrew Crawford at hr@darLingtonmethodistdistrict.org.uk
- Informal conversations about the role before making an application are actively encouraged. Please direct these to Nigel Marsh.

Anticipated timeline:

1. Closing date:	Sunday 26 th July, Midday
2. Interview date (in-person):	w/c 3 rd August 2026

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received
2. Interviews will be held in-person at Normanby Methodist Church