

DIOCESE OF PORTSMOUTH STANDARD JOB DESCRIPTION



Job Title	Part Time Cleaner – St. Oswald’s Church & Leonard Rooms
Parish/Department	Parish of Tadley & Burghfield Common
Hours of Work	2 hours per week, working pattern to be agreed at interview
Contract Type	Permanent
Reports To	Parish Priest
Number of Reports	0
Overview of the Diocese	The Diocese of Portsmouth comprises 87 parishes across Hampshire, Dorset, Berkshire (except Slough), South Oxfordshire, the Isle of Wight and the Channel Islands. Formed 19th May 1882 by the division of the Diocese of Southwark, the Diocese of Portsmouth has a presence in every community and can offer ministry and mission to all who come to us, working towards the Bishop’s vision of Bringing people closer to Jesus Christ through his church.

Overall Job Purpose

Responsible for maintaining the sanitation & cleanliness of Church & Hall, to ensure they are kept in an acceptable clean condition.

Key Accountabilities

Church

- Refill/replace: Soaps, Toilet Rolls, Paper Towels
- Clean toilet and handbasin – empty bin.
- Dust accessible areas, including Church Porch, Confessional, Sacristy Rooms.
- Clean sinks in Sacristy and flower room.
- Hoover all floor areas.
- Wipe with disinfected damp cloth all door handles and light switches.

Hall

- Refill/replace: Soaps, Toilet Rolls, Paper Towels
- Empty bins – replacing with new bin liner.
- Clean toilets and handbasins.
- Clean kitchen sink and worktops.
- Dust accessible areas / cobwebs.
- Wipe with disinfected damp cloth all door handles and light switches.
- Hoover carpet and hard floor areas.
- Mop all hard floor areas (kitchen, toilets and entrance hall)

Person Specification

Experience and qualifications required for role:

- No formal qualifications are required but relevant experience in the field of domestic services/cleaning is desirable

Personal attributes:

- Motivated, able to work to a high standard
- Trustworthy, reliable, flexible
- High integrity, good communication skills
- Sympathetic to the ministry and mission of the Catholic Church

Applicant Information

To apply: Please submit a CV and cover letter outlining your suitability and reasons for applying to HR at recruitment@portsmouthdiocese.org.uk

Closing date for applications: Sunday 7th September 2025 at 10pm.

We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

Date of Completion of Job Description	June 2025
Name & Role of Job Description	Dan Wisniewski Parish Administrator Gillian Fielder HR Advisor