

Hall Cleaner & Administrator

APPLICANT BRIEFING PACK

March 2026



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Leo XIV.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

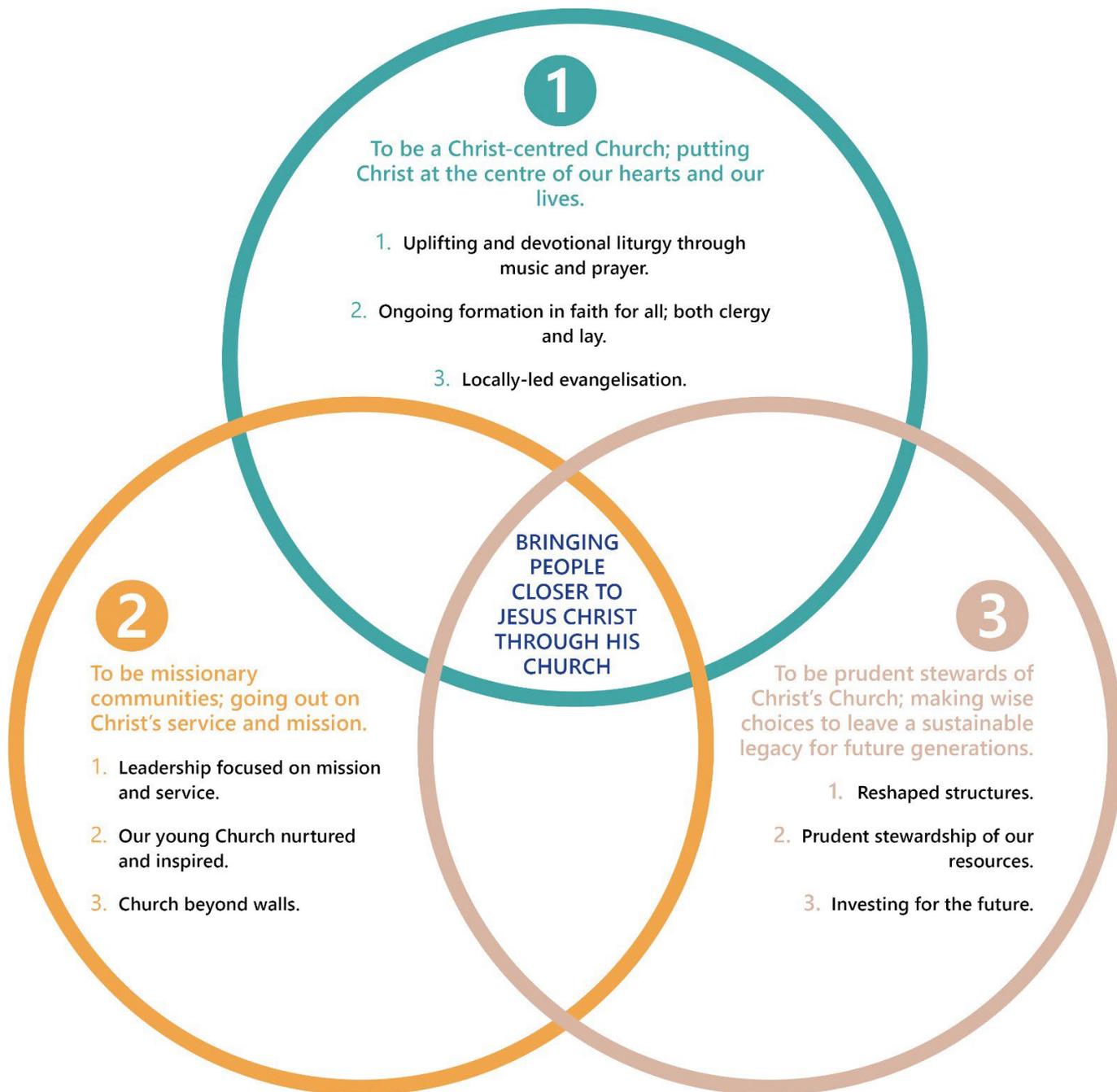
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



1. Role Purpose

The Hall Cleaner is responsible for ensuring that the parish halls, kitchens, toilets, and associated areas are maintained to a consistently high standard of cleanliness and readiness for use. The postholder follows a regular cleaning schedule, ensures that facilities are left in an acceptable condition after use, and maintains appropriate stock levels of cleaning materials and paper goods. They help to create a welcoming, safe, and hygienic environment for parishioners, visitors, and hall hirers by reporting any issues, maintenance needs, or additional cleaning requirements to the Parish Office promptly.

The postholder is expected to foster a professional, welcoming, and efficient parish environment for parishioners, volunteers, and visitors.

The Catholic Diocese of Portsmouth is a registered charity. Employees working in parishes are formally employed by the Diocese of Portsmouth and must comply with all diocesan policies and procedures, as well as those related to local arrangements specifically authorised by the Parish Priest.

2. Key Internal and External Relationships

- Parish Priest
- Priests and Deacons across the Pastoral Area
- Parish Finance Administrator
- Parish volunteers and employees
- Parishioners and visitors
- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance)
- Local schools and University chaplaincy
- Church leaders of other denominations or faiths
- External suppliers and contractors

3. Main Duties

Hall Hirer Coordination

- Arrange meetings with casual hall hirers to show facilities and provide key safe codes.
- Change the key code weekly.
- Ensure users leave the hall in an acceptable state after use.
- Report any issues or additional cleaning needs to the Parish Office.

Heating Management

- Use the HIVE app to set hall heating for all users from October to May, based on the weekly hall booking schedule.

Cleaning and Maintenance

- Follow a regular cleaning schedule for halls, toilets, and kitchens.
- Maintain adequate stock of cleaning materials and paper goods.
- Ensure no unauthorized equipment is stored in the halls.

Waste Management

- Ensure large waste bins and food waste bins are placed outside for collection and brought back inside once emptied.

Monitoring Maintenance and Safety

- Report any maintenance or health and safety issues to the Parish Office or Maintenance/H&S Officers promptly.

Liaison Duties

- Communicate as needed with the Parish Secretary, Priest in Charge, Maintenance Officer, and H&S Officer

4. Professionalism and values

- Uphold and promote the ethos and values of the Catholic Church.

Hall Cleaner & Administrator – Person Specification

Competence, Expertise and Knowledge	
Essential	<ul style="list-style-type: none">• Experience of general cleaning duties, including maintaining cleanliness in halls, toilets, and kitchen areas.• Ability to follow a regular cleaning schedule and work independently to maintain standards.• Attention to detail to ensure the hall is left in an acceptable state after use.• Ability to maintain stock levels of cleaning materials and paper goods.• Reliability and responsibility, including reporting any issues, additional cleaning needs, or safety concerns promptly.• Commitment to maintaining a welcoming and professional environment consistent with parish values.
Desirable	<ul style="list-style-type: none">• Experience working in community or hall-based environments, where multiple users share facilities.• Familiarity with parish or faith-based settings, supporting alignment with parish ethos.• Basic awareness of health and safety standards relevant to cleaning and maintenance.

Salary, Benefits & Location

Salary: £3,965.52 per annum (£24,784.50 FTE)

Contract: Permanent

Hours: 6 hours per week, flexible and to be discussed at interview

Location: St Joseph's Presbytery, Berkshire Drive, Reading, Berkshire RG31 5JJ

Reports to: Fr Henry Nkop as Priest in Charge

Direct Reports: 0

Benefits

25 days holiday plus bank holidays (pro-rata)

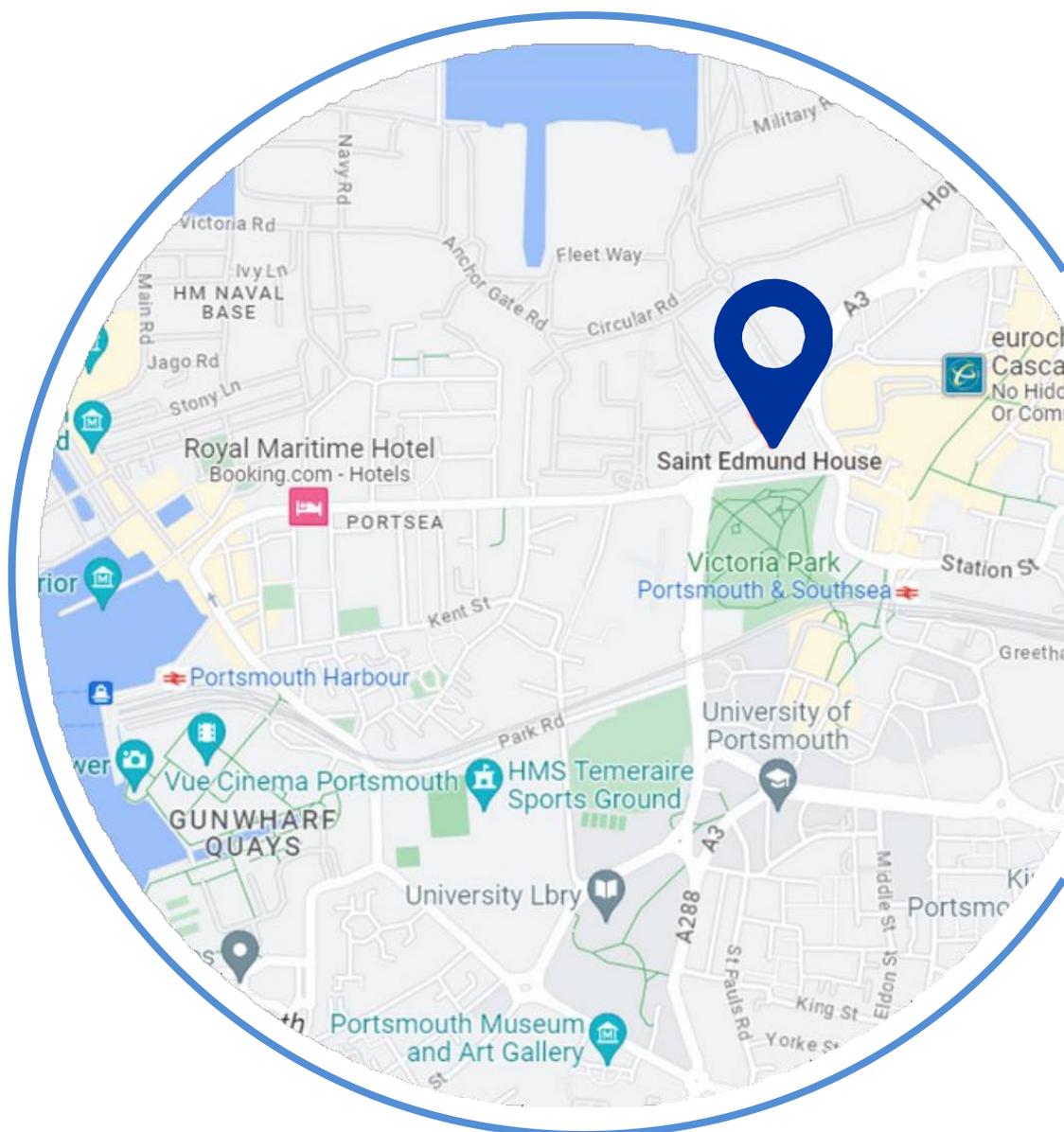
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

Head Office

St. Edmund House,
Bishop Crispian Way,
Portsmouth,
PO1 3QA



How to Apply

Please apply via the link in the job advert **or** send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to recruitment@portsmouthdiocese.org.uk Please state 'REAJO Hall Cleaner & Administrator' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

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.

The closing date for applications is 5th April 2026.

Interview Information

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

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

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

