

Cleaner

# APPLICANT BRIEFING PACK

April 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.

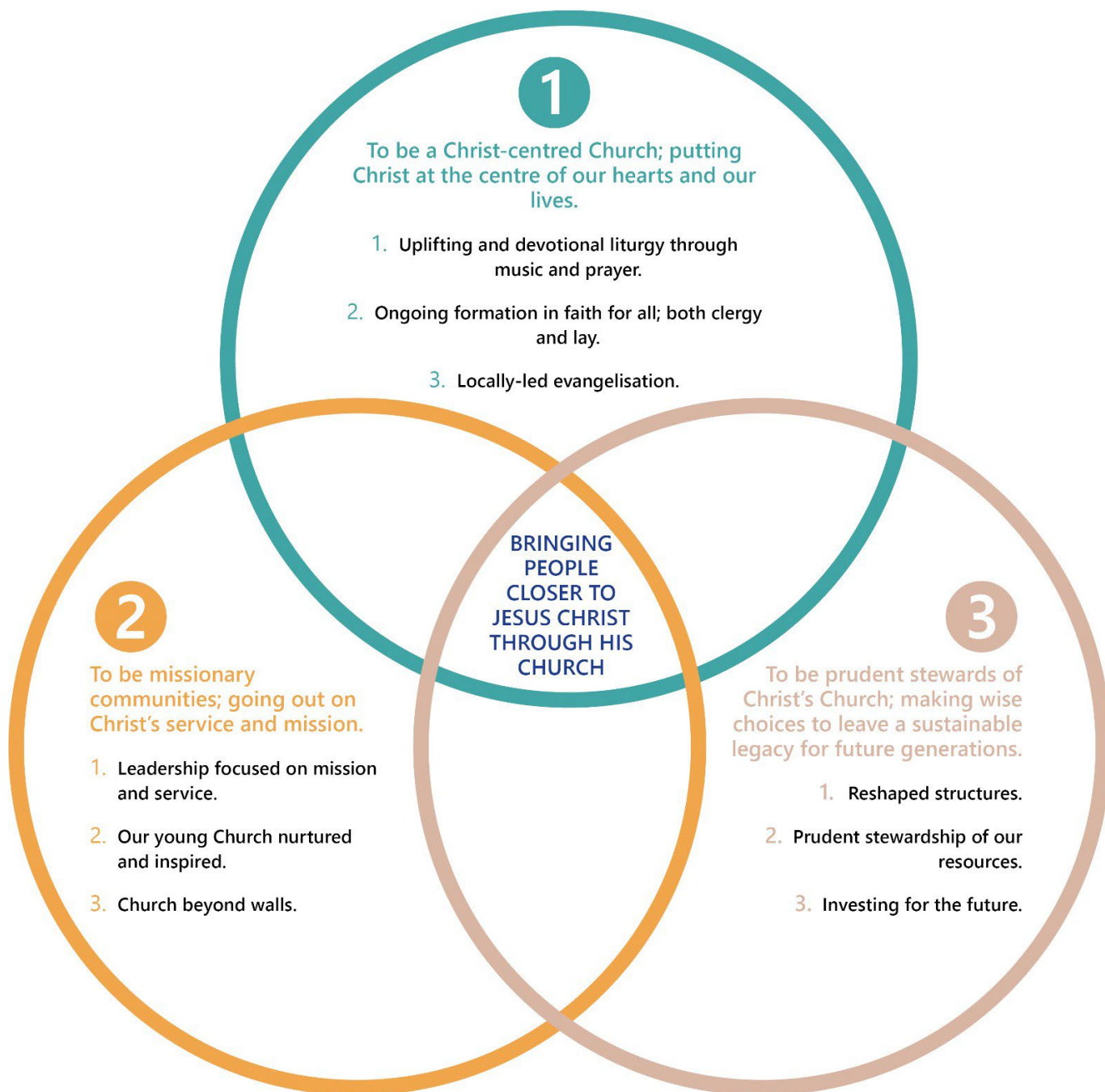
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

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

To provide a high standard of cleaning to ensure that the Church and Parish Hall are clean, safe and properly maintained, supporting the dignity of worship and the life and mission of the Parish.

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

## 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

### General Responsibilities

- Maintain high standards of cleanliness throughout all parish buildings
- Use cleaning materials and equipment safely and appropriately
- Report any maintenance or repair issues to the Parish Priest/Parish Administrator or Finance Officer
- Monitor cleaning supplies and inform the Parish Priest or Parish Office when replenishment is required
- Maintain confidentiality, discretion, and professionalism always

### Church

- Sweep floor
- Dust pews and surfaces

### Cloister

- Clean entrance, porch and cloister areas

- Clean toilets and washroom facilities

**Parish Hall**

- Sweep and mop floor
- Clean tables, chairs, and surfaces
- Clean kitchen areas including sinks and worktops
- Empty general waste and recycling bins

**4. Professionalism and values**

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

## Parish Administrator – Person Specification

<b>Competence, Expertise and Knowledge</b>	
<b>Essential</b>	<ul style="list-style-type: none"><li>• Trustworthy and reliable</li><li>• Awareness of health and safety practices relevant to cleaning duties</li><li>• Ability to work independently</li><li>• Good attention to detail</li><li>• Good time management</li><li>• Respectful of the Catholic Church environment</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Knowledge of COSHH or safe use of cleaning substances</li><li>• Previous cleaning experience</li><li>• Experience working in a church, school or community setting</li></ul>

## Salary, Benefits & Location

Salary: £5,287.36 (FTE £24,784.50)

Contract: Permanent, Part-time

Hours: 8 hours per week

Location: St Bede's Church, Popley Way, Basingstoke, Hampshire RG24 9DX

Reports to: Parish Priest

Direct Reports: 0

## Benefits

25 days holiday plus bank holidays (pro-rata)

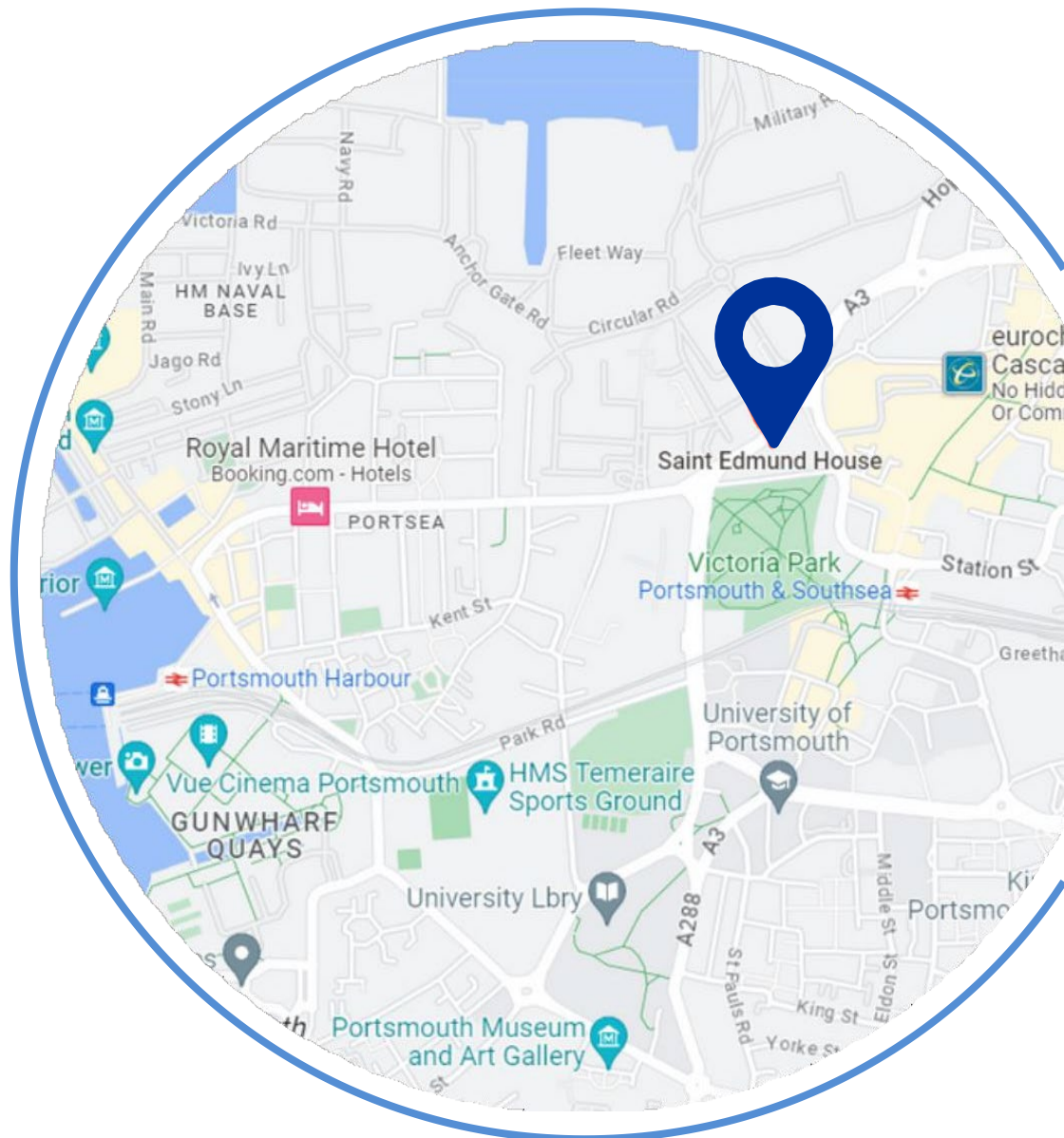
Life Assurance and Employee Wellbeing

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 provided in this advertisement. Alternatively, please send a comprehensive and up-to-date **Curriculum Vitae**, along with a **covering letter** outlining your suitability for the role and your motivation for applying (maximum two sides of A4), to [recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk). Please include '**Cleaner, St Bede's Basingstoke**' 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 **Sunday 10<sup>th</sup> May 2026 at 11.59pm**.

## 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.**

