

Job Title:	Cleaner
Reporting to:	Archbishop of Liverpool
Location	Archbishop's House, L19

Mission Statement

"Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation."

Job Summary

To provide a high standard of cleaning, laundry, and household support within the Archbishop's private residence. The post holder will ensure that all areas are kept clean, well-presented, safe, and welcoming for the Archbishop, guests, and visitors, always maintaining strict confidentiality and discretion.

Main Duties and Responsibilities

Household Cleaning and Maintenance

1. Clean and maintain all areas of the 7-bedroom residence, including sitting rooms, dining room, kitchen, chapel, offices, utility rooms, bathrooms, and guest suites.
2. Carry out thorough cleaning of all fixtures, fittings, windows, furniture, and floors.
3. Perform daily, weekly, and monthly cleaning routines (e.g., vacuuming, dusting, mopping, deep cleaning of bathrooms, polishing furniture, and cleaning appliances).
4. Conduct seasonal deep cleans of high-use and guest areas.
5. Ensure all cleaning materials and equipment are safely stored in line with COSHH regulations.

Laundry and Linen

6. Wash, dry, iron, and store household and personal laundry, including religious garments, altar cloths, and vestments.
7. Maintain a regular linen schedule to ensure fresh bed linen and towels are always available.
8. Care for delicate fabrics and materials appropriately.

Guest and Event Preparation

9. Prepare guest bedrooms and bathrooms to a high standard prior to visitors' arrival.
10. Adjust cleaning priorities to accommodate visiting clergy or guests.
11. Assist with light hospitality duties as required, such as setting up for meetings or small gatherings.

Household Organisation

12. Monitor cleaning and laundry supplies, report shortages, and assist in reordering as needed.
13. Maintain an orderly and efficient work routine with minimal supervision.
14. Report any maintenance or repair issues promptly.

Health & Safety

15. Take reasonable care for your own health and safety and that of others affected by your work.
16. Follow all safety and hygiene procedures within the household.

General

17. Where necessary, attend relevant training as required by the role or to aid professional development.
18. Uphold the mission and values of the Archdiocese at all times.
19. To undertake any other reasonable tasks consistent with the role and level of responsibility

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, you will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does not require the job holder to habitually use DSE as part of their normal work and therefore is not classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential	Assessment Method
	None	n/a
	Desirable	
	COSHH (Control of Substances Hazardous to Health) training or certificate Manual handling training or certificate	Application Application
Experience	Essential	
	Proven cleaning experience in a domestic or commercial environment	Application
	Desirable	
	Experience laundering and ironing general and religious fabrics (e.g., vestments, altar cloths) Experience working in a household or setting where residents and visitors are present	Application
Skills and Knowledge	Essential	
	Ability to work collaboratively with others within the household or wider team Understanding of appropriate cleaning materials and methods for different surfaces and fabrics Awareness of health and safety standards in cleaning environments	Interview Interview
	Desirable	
	Ability to organise and prioritise workload in response to changing needs and plans Basic record-keeping skills (e.g., tracking supplies or cleaning schedules)	Interview
Personal Attributes	Essential	
	High level of discretion and respect for confidentiality Flexible and proactive approach to completing tasks Reliable and able to manage workload independently with minimal supervision Positive and respectful attitude towards clergy, guests, and colleagues	Interview

	Commitment to the mission and values of the Church Calm and adaptable when responding to changing priorities or last-minute requests	
	Desirable	
	Flexible approach to working hours, including occasional changes at short notice	Interview