St MARY'S LOUGHTON

Job Description

Post: **Cleaner**

Accountable to: Operations Manager

Team: The successful applicant will be a part of the wider staff team of St Mary's Church.

Contract: Permanent

Hours: 20 hours over 4/5 days a week (hours by agreement but will include hours either before or after the 9-3pm Café hours at St Mary's)

Remuneration: £14.10 per hour (£14,664.00 p.a. paid as a monthly salary)

Post Context:
St Mary's is an evangelical, charismatic Anglican church in the heart of Loughton. We have a passion to worship God, and a heart to make a difference in and around Loughton. St Mary's is a busy place throughout the week as well as Sundays.

Post Purpose:
To ensure that the building and environment is clean and safe and to assist with the smooth and efficient running of the church premises

Key Responsibilities:

- Ensure the buildings are cleaned in accordance with the approved specification.
- Carry out any emergency cleaning.
- To operate cleaning machinery and ensure tools and equipment are in good working order.
- During periods when the church premises are not used as much (i.e. school holiday) non-routine cleaning will be undertaken, this might include high level cleaning, deep cleaning, floor sealing etc.
- To cover occasional extra cleaning for special events at the Church.
- Some cover for basic and light caretaking roles when caretaker on holiday.
- Ordering cleaning materials and supplies in agreement with Operations Manager.

Additional Responsibilities would include:

- Training on Cross Contamination (online training)
- Have regard for your own Health & Safety and that of all using the premises and grounds.
- Undertake any other reasonable task requested by the Operations Manager or other such authorised person to allow the efficient running of the premises

Person specification/key competencies

The job holder must:

- Be able to reflect the ethos and mission of St Mary's Church in all dealings with staff, church members and visitors
- Have a good level of spoken and written English
- Be able to effectively manage schedules of work
- Have good interpersonal skills
- Be well motivated, proactive and able to work with minimal supervision
- Demonstrate some knowledge of cleaning procedures, showing an awareness of health and safety procedures
- Be able to climb stairs, use step ladders safely, and do light to medium work including some lifting and moving of furniture
- Be able to attend appropriate training as required

Other Relevant Information:

1. Annual Leave: 120 hours per year (pro rata) plus public holidays worked out pro rata on 1/5 of the working week, 32 hours per year.
2. Sick Leave: Sick leave paid 6 weeks full pay, 4 weeks half pay per annum (pro rata)
3. Work place Pension: Enrolment in work-place pension (subject to eligibility)
4. Appointment will be subject to a satisfactory DBS disclosure and Independent Safeguarding Authority registration. St Mary's is committed to safeguarding and welfare of children, young people and vulnerable adults and we expect all staff to share in this commitment.
5. The post holder will in public spaces be representing St Mary's Church and must be sympathetic to the ethos of the church.
6. The appointment is subject to a probationary period of 6 months.

Timescale of Appointment:

- **Applications must be received by 12noon Thursday 19 November 2026** They should either be sent by email to amanda@stmarysloughton.com or posted to Amanda Hart, St Mary's Church, 201 High Road, Loughton, IG10 1BB
- Interviews will be held week commencing Monday 23 or Monday 30 November 2026
- Start date as soon as possible in November/December, subject to negotiation.