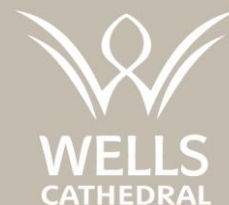


# Job Description



|                           |                                                                |
|---------------------------|----------------------------------------------------------------|
| <b>Job title:</b>         | Cleaner                                                        |
| <b>Department:</b>        | Virgers                                                        |
| <b>Reporting to:</b>      | Head Virger                                                    |
| <b>Salary:</b>            | £13,104 per annum                                              |
| <b>Employment status:</b> | Permanent; 20 hours per week (Monday to Friday, 8am to midday) |

## **Purpose of the role:**

To undertake the effective cleaning in all areas of the Cathedral, its precincts, and ancillary buildings to the highest standards, ensuring the daily and hourly cleaning tasks are completed. They will play an important role in ensuring a positive visitor experience which reflects the Cathedral's values of being welcoming, caring, and respectful. A visitor's first impression of the Cathedral may be determined by their contact with a member of staff or of the good order of the building and furnishings.

## **Main duties and responsibilities:**

### General

- Undertake effective cleaning to the highest standards in all areas of the Cathedral, its precincts, and ancillary buildings, ensuring the daily and hourly cleaning tasks are completed. Cleaning includes vacuuming, sweeping, dusting (polishing when directed), mopping, and sanitising as appropriate.
- Ensure the removal of general and recycling waste in a timely manner.
- Ensure the security and safety of the Cathedral and ancillary buildings while cleaning.
- Answering visitor queries when approached, or referring them to a Virger, Cathedral Guide, or relevant member of staff as appropriate.
- Observe and respect all Cathedral rules and guidelines, including those governing Health and Safety (H&S) at work.
- Wear appropriate protective clothing and use other personal protective equipment supplied by the Cathedral.
- Report any breaches, difficulties, or concerns regarding H&S, working conditions, or duties to the most senior Virger on duty as soon as possible.
- Be flexible with working hours/days to provide cover for colleague absence.
- Perform any other duties as may be reasonably requested by the Virger on duty.

# About Us

## **The City of Wells**

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is one of England's most beautiful and compact cities, built around the beautiful Cathedral of St Andrew. Its picturesque surroundings include a charming market square and High Street, the Bishop's Palace, and the magnificent Vicars' Close, Europe's oldest continuously inhabited street.

## **The Cathedral**

Wells Cathedral is one of England's most beautiful and significant Cathedrals, which has been inspiring pilgrims for nearly 850 years. It is the seat of the Bishop of Bath and Wells and the Mother Church of the Diocese of Bath and Wells and plays an important role in the cultural identity of Somerset. The Cathedral represents the area's spiritual and cultural heritage and is for many a symbol of local pride, and a place that connects the present-day community to centuries of history and Christian tradition. Wells Cathedral has deservedly gained an enviable reputation for its lovingly maintained Gothic architecture, its world-class music, and its warm welcome to some 300,000 visitors each year, as well as around 150,000 people who come to the Cathedral for services, concerts, and events.

Underpinning the life, worship, and ministry of the Cathedral is a diverse organisation which oversees a diverse tapestry of activity. The Cathedral is also a regular host to a number of external organisations who provide concerts, events, and private and public gatherings, furthering our links with the community. Following the implementation of the Cathedrals Measure 2021, Wells Cathedral is registered as a Charity and is now dually regulated by the Charity Commission and the Church Commissioners. The Chapter is the governing body of the Cathedral, and the Chapter members are Trustees of the Charity.

Further details of the Cathedral's life may be found on the Cathedral's website:  
[www.wellscathedral.org.uk](http://www.wellscathedral.org.uk)

# Person Specification

## **Knowledge, qualifications, and experience:**

### Essential

- Experience of undertaking a variety of cleaning duties
- Basic knowledge of health and safety requirements

## **Skills and abilities:**

### Essential

- Able to work effectively on their own and as part of a team
- Able to maintain high standards of cleanliness
- Self-motivated and able to use own initiative
- Ability to work in an organised manner
- Good time management skills
- Good attention to detail

## **Work-related personal qualities:**

### Essential

- Clean and professional appearance
- Friendly and approachable
- Able to work flexible hours on occasion
- Able to maintain confidentiality
- Demonstrable commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults

# Main Terms & Conditions

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |          |          |     |    |    |       |    |    |     |    |     |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|-----|----|----|-------|----|----|-----|----|-----|
| <b>Employment status:</b> | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |          |          |     |    |    |       |    |    |     |    |     |
| <b>Location:</b>          | Wells Cathedral, Wells, Somerset, BA5 2PA                                                                                                                                                                                                                                                                                                                                                                                                                |          |          |          |     |    |    |       |    |    |     |    |     |
| <b>Hours of work:</b>     | 20 hours per week (Monday to Friday, 8am to midday)                                                                                                                                                                                                                                                                                                                                                                                                      |          |          |          |     |    |    |       |    |    |     |    |     |
| <b>Remuneration:</b>      | £13,104 per annum, payable on the 24th of the month or the nearest working day thereto                                                                                                                                                                                                                                                                                                                                                                   |          |          |          |     |    |    |       |    |    |     |    |     |
| <b>Discount:</b>          | A discount of 10% is available from the Cathedral Shop and The Loft Café.                                                                                                                                                                                                                                                                                                                                                                                |          |          |          |     |    |    |       |    |    |     |    |     |
| <b>Parking:</b>           | Limited parking is available in the Cathedral car park. Cars are parked at the risk of the owner.                                                                                                                                                                                                                                                                                                                                                        |          |          |          |     |    |    |       |    |    |     |    |     |
| <b>Pension:</b>           | Defined Contribution Scheme. Contributions as % of salary: <table><tr><td>Age</td><td>Employee</td><td>Employer</td></tr><tr><td>&lt;50</td><td>3%</td><td>5%</td></tr><tr><td>50–55</td><td>4%</td><td>8%</td></tr><tr><td>&gt;55</td><td>5%</td><td>10%</td></tr></table>                                                                                                                                                                              | Age      | Employee | Employer | <50 | 3% | 5% | 50–55 | 4% | 8% | >55 | 5% | 10% |
| Age                       | Employee                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Employer |          |          |     |    |    |       |    |    |     |    |     |
| <50                       | 3%                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5%       |          |          |     |    |    |       |    |    |     |    |     |
| 50–55                     | 4%                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 8%       |          |          |     |    |    |       |    |    |     |    |     |
| >55                       | 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10%      |          |          |     |    |    |       |    |    |     |    |     |
| <b>Expenses:</b>          | All reasonable working expenses will be met in line with Cathedral policy.                                                                                                                                                                                                                                                                                                                                                                               |          |          |          |     |    |    |       |    |    |     |    |     |
| <b>Holiday:</b>           | 6.6 weeks per annum inclusive of bank holidays. The holiday year runs from 1 January to 31 December. Annual leave is authorised by the Head Virger.                                                                                                                                                                                                                                                                                                      |          |          |          |     |    |    |       |    |    |     |    |     |
| <b>Probation:</b>         | <p>This post will be subject to a probationary period of 6 months.</p> <p>The post-holder will, during their probationary period, be required to satisfactorily complete learning in Health &amp; Safety and in Safeguarding as deemed by the Cathedral to be relevant and appropriate to this post. The appointment is subject to the satisfactory completion of all pre-employment checks, including a basic Disclosure and Barring Service check.</p> |          |          |          |     |    |    |       |    |    |     |    |     |

# How to Apply

## **Applications:**

Closing date: **Sunday 4 January 2026, 11.59pm**

A completed [Application Form](#) and [Equal Opportunities Monitoring Form](#) should be returned to the Human Resources Department by email to: [recruitment@wellscathedral.org.uk](mailto:recruitment@wellscathedral.org.uk)

## **Shortlisting:**

Shortlisting date: **Monday 5 January 2026**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. Information provided on the application form will be viewed by HR, the recruiting manager, and interview panel. All applicants will be notified of the outcome of the shortlisting process.

## **Selection process:**

Interview date: **Monday 12 January 2026**

Further details will be provided to shortlisted candidates. The appointment will be subject to satisfactory DBS clearance and references.

## **Further information:**

We hope you find this pack provides all the information you need in order to consider your application for this post. If you have any questions, or would like an informal conversation about the post, please contact the Virgers department by email to [virgers@wellscathedral.org.uk](mailto:virgers@wellscathedral.org.uk).

# Safeguarding

We are committed to the safeguarding and protection of all children, young people, and adults, and the care and nurture of children within church communities. We will carefully select, train, and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent, and transparent;
- Take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility, or authority where they are trusted by others; and
- Adhere to safer recruitment legislation, guidance, and standards.

Further information can be found in our Safeguarding Policy available on the Cathedral website at [www.wellscathedral.org.uk/safeguarding](http://www.wellscathedral.org.uk/safeguarding)

The successful candidate will be required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process. All forms will be kept securely in compliance with the UK General Data Protection Regulation and the Data Protection Act 2018.