



# Application Pack

Ref: WA055

**Cleaner & General Labourer**

**Salary £21,994.04 per annum**

**Full time – Permanent  
40 hours per week**

**Closing Date: 28 May 2019**

**Westminster Abbey**



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# About Westminster Abbey

Westminster Abbey is a major centre for Christian worship, a leading venue for tourism and a treasured part of Britain's heritage. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is the House of Kings, where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great men and women from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians. Westminster Abbey is a Royal Peculiar, and the Dean and Chapter of Westminster are directly responsible to the Sovereign.

## **The Dean and Chapter of Westminster defines our Mission in these terms:**

- To serve Almighty God by offering divine Worship daily and publicly;
- To serve the Sovereign by daily prayer and by a ready response to requests made by or on behalf of Her Majesty;
- To serve the nation by celebrating the distinctive witness of the Christian faith; by upholding the place of religious faith within national life; and by active engagement with Parliament, Whitehall and others in positions of public service;
- To serve all pilgrims and visitors to the Abbey, and to maintain a tradition of hospitality.

## **Our values**

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

The Abbey attracts approximately one million paying visitors each year, from all around the world. A large number of people also attend services which take place seven days a week. Daily services are only part of the Abbey's work, for there are also many 'special' services and events throughout the year. Westminster Abbey currently employs around 350 staff in a variety of roles and an even larger number of volunteers.

The Abbey receives no regular income from the State, the Church of England or the Royal Family, and relies on monies raised from visitors to ensure that the building can be properly maintained and remain open as an amenity for all.

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# Job Description

<b>JOB TITLE:</b>	<b>Cleaner &amp; General Labourer</b>
<b>ACCOUNTABLE TO:</b>	Works Manager
<b>DEPARTMENT:</b>	Clerk of the Works
<b>KEY RELATIONSHIPS:</b>	Clerk of the Works Department, Assistant to the Clerk of the Works, also worshippers, tourists and members of the general public.
<b>BACKGROUND:</b>	The Abbey is first and foremost a church. All who wish to attend the services, which are open to the public, are welcome and when there is no service in progress or in preparation, everybody is welcome to those parts of the Abbey that are open to the public.
<b>JOB SUMMARY:</b>	To carry out labouring work that has been allocated by the Works Manager. This may mean working alone, or with the Clerk of the Works Team. Also, to ensure the Works Yard areas are clean, tidy and organised and the Store Room is kept in good order.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. Tasks for the postholder will be directed and supervised by the Works Manager.
2. The role involves assisting with team efforts, such as putting up scaffold towers, general labouring and working alone and unsupervised in carrying out tasks set by the Works Manager, to the standards agreed.
3. To assist and support the skilled Works Team in carrying out their allocated tasks including security searches in Westminster Abbey and precincts.
4. To have a good level of Health & Safety awareness whilst carrying out tasks for the safety of themselves and others.
5. Ensuring the Works Yard areas (including the kitchen, washroom and toilets) are kept clean, tidy and in good order at all times.
6. To be responsible for organising the Storeroom and keeping it tidy.
7. The postholder is to be given Personal Protective Equipment (PPE), which is to be kept in good order and is to wear PPE when necessary. Safety equipment will be issued as considered to be appropriate by the Works Manager and worn on tasks as and when specified.
8. To comply with COSHH assessments for materials used and ensuring the relevant safety equipment is used and the necessary precautions taken.
9. The postholder should ensure that any instructions from the Works Manager are clearly understood before allocated tasks are undertaken.

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# Person Specification

## POST: Cleaner & General Labourer

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

### **Essential**

#### **Skills/Aptitudes/Knowledge:**

- Manual Handling skills to be able to comply with good practice in lifting and carrying.
- Have to be physically fit and strong to lift and shift materials.
- The postholder has to be able to finish tasks to an acceptable standard, which has been agreed with the Works Manager.
- To be self-motivated to finish tasks set, whether working alone or with the Clerk of the Works Team.
- A good standard of spoken and written English so that instructions are interpreted clearly and are carried out safely.

#### **Experience:**

- It would be an advantage for the applicant to have a good knowledge of the building trades.
- An understanding of health and safety and safe working practice.

#### **Personal Attributes:**

- Able to work alone or as part of a team.
- Ability to keep works yard team areas tidy and clean.

#### **Circumstances**

- Work is allocated and supervised by the Works Manager from day to day.

*This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the postholder.*

May 2019

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# Working for us

## Salary

The salary is £21,994.04 per annum and is paid on the last Friday of each month. Salary is reviewed annually in January.

## Working Hours

The Clerk of the Works team works 40 hours a week from 8 am to 4 pm. There will be some requirement to work overtime for special events, which will require the postholder to work hours that suits the needs of the business.

## Annual Holidays

The holiday entitlement is 31 days per annum including recognised public holidays, rising to 33 days per annum in the fifth year of service.

## Training

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

## Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

## Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

## Season Ticket Loan

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

## Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

## Uniform

A uniform will be provided, which will include Personal Protective Equipment (PPE) that must be worn at all times.

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# Equality Statement and How to apply

## Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

## Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment from the Abbey doctor.

## How to Apply

Please complete our application form as CVs **will not** be accepted.

Read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org) OR (if unable to send by email), post it to:

The Human Resources Department  
The Chapter Office  
20 Dean's Yard  
London SW1P 3PA

**Applications should arrive no later than 12 noon on 5 June 2019. Interviews are scheduled to take place on 14 June 2019.**

*We regret that, due to the large number of applications we receive, we are only able to contact or provide feedback if you have been shortlisted for interview. We appreciate your interest in our work at Westminster Abbey.*