



HOUSEKEEPER

2025

Thank you for your interest in joining the Operations Team at Ps & Gs Church in Edinburgh. We are looking for a proactive Housekeeper to help care for our buildings and to ensure they are clean, tidy, and well-presented for various church activities and events. We are looking for someone who is willing to work early mornings and who has prior cleaning or housekeeping experience.

On average we welcome over 1000 people through the doors each week, for services, events and different activities. It is therefore very important that our facilities are kept clean and tidy.

Before you continue, it's helpful for you to know these key points. Successful applicants must:

- Already have the right to live and work in the UK.
- Be sympathetic to the vision, values and strategy of Ps & Gs.

About the role

The key objective is to ensure that our buildings are clean and tidy, ready for services and events. You will:

1. have overall responsibility for high standards of cleanliness and presentation of our church buildings
2. carry out regular routine and deep cleaning of all interior spaces

Overall responsibility for cleanliness, tidiness and presentation

- to have overall responsibility for the cleanliness, hygiene and presentation of our church buildings, ensuring high standards
- to open the church building first thing each weekday morning and to ensure it is clean and tidy in preparation for the day's activities and events
- to forward plan and adapt cleaning routines to ensure high standards for all events
- to provide training and supervision to casual workers as required
- to take steps to reduce the carbon footprint of the church through wise stewardship of resources
- to assist the Facilities Manager in ensuring procurement of effective, eco-friendly cleaning supplies, within the cleaning budget
- to ensure approved cleaning supplies are stocked efficiently, stored safely, and used in accordance with COSHH protocols

To carry out regular routine and deep cleaning of all interior spaces

- to carry out hands-on regular and routine cleaning of all interior spaces, including the following:
 - general cleaning, dusting, sweeping, mopping and vacuuming
 - cleaning and restocking of toilet and kitchen facilities
 - overseeing church linens and laundry
 - tidying up, neatening and presenting a good first impression in all buildings
- while cleaning, to carry out visual checks on the building and facilities, reporting any maintenance or safety issues that require attention
- to forward plan, resource, carry out and supervise periodic deep cleaning as the need arises

Working as part of the Ps & Gs staff team

All staff members play their part in the wider team. You will be committed to:

- Being sympathetic to the ethos, culture and Christian values of the church including playing your part in the implementation of our vision and strategy.
- Living out our staff values, which are all underpinned by our central value of faith in Jesus. These values are: trust and support, teamwork, relationships, wellbeing, dedication, and creativity and innovation.
- Carry out other duties that may reasonably be required in line with your main duties and responsibilities, as the need arises.

About you – person specification

We are seeking a hard-working, practical, proactive, and flexible person to join our team. You should have good inter-personal skills but also be able to self-motivate, prioritise and lone work effectively. You should enjoy and take pride in maintaining clean and tidy spaces and facilities.

You will:

- Be physically able to clean floors and to move chairs and other furniture - this role is very active and involves manual handling.
- Have a keen eye for cleanliness, tidiness and commitment to safe and tidy working practices.
- Have proven cleaning skills and experience.
- Be reliable, punctual, proactive, capable of lone-working and able to prioritise your tasks.
- Have good communication skills.
- Be personable, friendly and have a 'can do' attitude.
- Be flexible and have a positive attitude to changing situations and demands.
- Be an enthusiastic team player, working well with other staff and volunteers.

Desirable:

- First Aid trained.
- Previous manual handling training.

Who you'll work with

You will have a variety of key relationships:

- You will be line managed by the Facilities Manager, Gordon Cooney.
- You will work closely with other members of the Operations team (Events Manager, Events and Communications Assistant, Caretakers and Casual Workers).
- You will build rapport with regular building users.

Who we are

We are at an exciting time in the life of Ps & Gs and the church is growing. We have been continuing to deliver and expand our ministries to respond to the ever-changing needs of our congregation and city. We have three Sunday services, a vibrant community life with nearly 30 ministry areas, and many opportunities to serve those around us. As well as Sunday services, we offer a wide range of courses, activities and ministries.

We are passionate about evangelism and run the Alpha Course. Our Saturday Meal reaches out to the vulnerable and homeless in our community by providing a free hot meal every weekend. Our Children's Ministry is growing, and engaging regularly with families, whether they attend church on Sundays or through our midweek Babies and Toddlers group. Our youthwork is growing and developing. There is much to be thankful for.

We are a gathered church and so encourage people to become whole life disciples through local Connect Groups. We ask that anyone who calls Ps & Gs their home church gets actively involved by regularly praying for the work, serving as part of a volunteer team, and by giving financially to keep making church happen.

Built in 1818, and extended and refurbished in 2008, the imposing church building on York Place stands in a strategic location in Edinburgh's beautiful New Town, adjacent to the St James Quarter.

STRATEGY

We are seeking God as we develop a strategy and plans for the next 5 years. We are spending time as a church praying and listening, and plan to launch a new strategy in autumn 2025.

Find out more here:

www.psandgs.org.uk/strategy

What it's like to work here

Ps & Gs is a lively, active and vibrant church - there is always ministry activity going on. We are a collaborative team who support each other in work and friendship.

We encourage creativity and are open to taking risks. It is a fun and sociable workplace - laughter is often heard and we do not take ourselves too seriously. Although we are involved in spiritually significant and serious work, we believe it should be done with joy, cheerfulness, good humour and generosity.

We have regular team meetings to ensure good communication and opportunities for fellowship, learning and growth.

Benefits

1. The salary for this role is £24,500 (pro rata for 30 hours per week: £21,000).
2. You will be entitled to five working weeks holiday per year, plus five designated public holidays, plus five public holiday days allocated pro rata.
3. You will be enrolled in a direct contribution pension scheme with an 8% employer contribution (Usually NEST however other arrangements can be negotiated).
4. You are entitled to prayer and study or personal development training days, 4 per year.

Key Information

1. The role part-time, 30 hours per week, excluding breaks, working over 5 days.
2. Work days are Monday- Friday, and will ideally be 7:00-13:00, though there will be room for some negotiation to arrive at a mutually agreeable pattern at job offer stage.
3. Extra cleaning shifts will be available - paid at our casual workers hourly rate (Real Living Wage), to which this role will have first-refusal.
4. Diversity – The Ps & Gs Vestry believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.
5. The role is permanent and has a mutually-reviewable probationary period of three months.
6. The notice period is two months.
7. The role reports to the Facilities Manager and is appraised annually.
8. You must already have the right to live and work in the UK.

How to apply

To apply, please complete an application form (available at www.psandgs.org.uk/jobs) and return alongside your CV to David Shanks (david@psandgs.org.uk) by the closing deadline shown below.

Key Dates

- The application closing date for this post is at **12 noon on Wednesday 30 July 2025**.
- Initial interviews will take place in **early August 2025** in person at Ps & Gs Church.
- Start date is as soon as possible after interview in **August/September 2025**.

