

DIOCESE OF SALFORD

Job Title:	CEMETERY WORKER		
Department:	Cemeteries		
Reports to (job title):	Cemeteries Supervisor		
Accountable to:	Cemeteries Supervisor, Diocesan Building Surveyor responsible for Cemeteries		
Responsible for:	N/A		
Key Relationships:	Cemeteries Supervisor, other Cemeteries colleagues		
Location:	St Mary's Cemetery, Wardley Hall Road, Worsley, Manchester M28 2UJ.	Travel Required:	Some travel to St Joseph's Cemetery, Moston may be required on occasion. The postholder will be required to hold a valid driving licence.
Level/Salary Range:	£19,760-£20,074.97 per annum.	Position Type:	Full-time, permanent
Hours of Work:	40 hours per week, Monday to Friday 8am – 5pm with a 1-hour unpaid lunch break.	Holidays	25 days plus 8 statutory bank holidays per annum. The Diocese also offers 5 closure days per annum over Christmas/New Year period and 1 day Maundy Thursday.
Overview and Job Purpose:			
<p>Our cemeteries service seeks to appoint a Cemetery Worker for St Mary's Cemetery, Wardley. During the course of the role, the postholder will be dealing with bereft and distressed persons and must be able to communicate and behave with appropriate sensitivity towards them.</p> <p>The Cemeteries Worker will provide support to the Cemeteries Supervisor in areas of ground maintenance, gardening, manual work including the preparation and excavation of graves and operating vehicles/machinery on site.</p> <p>Naturally, this position requires that the post-holder work outside in all weather conditions.</p>			
Job Description:			
<p>The successful candidate will:</p> <ul style="list-style-type: none"> Assist with the maintenance of the cemetery grounds, including the mowing of grass, removal of debris or refuse, and general housekeeping in order to ensure a safe and pleasant environment for all visitors. 			

- Carry out a range of grounds maintenance duties including grass mowing, strimming, weed spraying, and general gardening duties.
- Prepare, excavate, and backfill graves using mechanical excavation equipment and hand tools as appropriate in accordance with instructions and health and safety procedures.
- Ensuring graves are appropriate, shored, and made safe for mourners.
- Assist with the discreet burial of remains and closing up of graves in accordance with set procedures.
- Assist with infrequent exhumations under supervision and to the specific instructions / licence, as and when required, ensuring compliance with appropriate safety regulations and with dignity and respect for the remains.
- Maintain graves and cemetery to ensure a tidy environment and check headstones for damage, subsidence, and safety.
- Report any breaches of security, cemetery regulations or anti-social behaviour to line management.
- Drive site vehicles and equipment to carry out duties described above.
- Assist with the maintenance of the grounds including but not limited to; planting, pruning, weeding, strimming, litter picking and clearing leaves.
- Handle chemicals, herbicides, fuels, and controlled substances in accordance with the supplier's health and safety recommendations.
- Remove waste within the cemetery grounds to the appropriate containers for collection.
- Aid with light cleaning where necessary.
- Ensure the appropriate cleaning and upkeep of equipment and tools.
- Clear snow and spread salt during the winter months.
- Work alongside funeral and other cemetery staff and respond to visitor enquiries.
- Ensure that the gardens and grounds are presentable and well kept.
- Assist mourners, visitors, clergy, and funeral directors in a helpful, respectful, and courteous manner at all times.
- Attend any relevant and compulsory training and maintain all legally required permits.
- Ensure they are appropriately dressed in the correct uniform, presentable and tidy in line with the expectations of the code of conduct.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none"> • Good level of literacy and numeracy 	<ul style="list-style-type: none"> • Qualification in a relevant area, especially grounds work. • Relevant licences such as plant vehicle operators and / or chainsaw operators certificates.
Experience:	<ul style="list-style-type: none"> • Experience in similar working environment or grounds/ heavy manual work 	<ul style="list-style-type: none"> • Past experience of working in a cemeteries environment

		<ul style="list-style-type: none"> • Hand digging below ground level • Experience in the operation of plant equipment such as excavators and earthmoving equipment is also desirable • Understanding of COSHH regulations.
Knowledge, skills, and abilities:	<ul style="list-style-type: none"> • Ability to follow instructions and work within set regulations. • Able to undertake heavy lifting and practical tasks • Ability to work independently and as part of a team. • Ability to use (or learn to use) mechanical digging equipment. • Willing to undertake both the hand and mechanical digging and backfilling of graves for burials, along with a range of grounds maintenance and gardening duties 	<ul style="list-style-type: none"> • Knowledge of health and safety regulations relating to grave digging and grounds maintenance. • Knowledge of small excavations • Ability to effectively deal with bereaved and distressed persons. • Good working knowledge of garden / grounds maintenance with practical skills in landscaping.
Personal qualities:	<ul style="list-style-type: none"> • Understanding of the sensitivity of the cemetery environment and have a polite, discreet, sensitive, and tactful manner when dealing with the public. • Safety-conscious approach to work and the working environment 	
Other requirements:	<ul style="list-style-type: none"> • Willing to work outdoors in all weathers. • Appropriate level of fitness to carry out the duties of the role. • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service including barred list 	

	<p>checks for both children and adults.</p> <ul style="list-style-type: none"> • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. 	
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The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.

Other Information:

References and Reports

- Two professional references will be required.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an Enhanced Disclosure by the Disclosure and Barring Service including both child and adult barred list checks and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Prospective candidates must understand that the Diocese of Salford is a charity with a religious ethos based upon and with the intention of ensuring the legal and canonical obligations of the Bishop and Trustees are met. This role is of sufficient profile and impact within our organisation to require that the successful candidate will be sympathetic to the aims and the ideals of the Catholic Church.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment, the post-holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Probationary period: This position is subject to completion of an initial probationary period of six months.

Driving: A driving licence and access to a vehicle will be required along with the ability to travel regularly to various parts of the Diocese.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Cemeteries Supervisor, Diocesan Building Surveyor responsible for Cemeteries	Date:	May 2021
Reviewed By:	HR	Date:	May 2021

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures <https://www.csas.uk.net/procedures-manual/>

Print Name:		Date:	
Signature:		Department:	St Mary's Cemetery

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