



JOB DESCRIPTION

Job title:

Facilities Assistant

Reporting to:

Facilities Manager

Direct Reports:

None

Salary:

£12.26 per hour

Working Hours:

Working week: 25 hours per week

Days of work: Monday to Sunday on rota

Hours of work: 7.30am to 10.30am

Location:

Painshill, Portsmouth Road, Cobham, Surrey, KT11 1JE

The role:

Our ideal candidate will need to have previous maintenance and/or deep cleaning experience, and have an awareness of property standards. This is a varied role that requires someone who has good maintenance skills, cleaning standards as well as a basic knowledge of health and safety.

Main responsibilities and tasks

- Maintain, conserve and elevate the facilities and buildings at Painshill and ensure both maintenance and cleaning works completed are to a high standard and completed within realistic/stipulated time frames
- Manage, prioritise and complete maintenance work & cleaning requests from the Facilities Manager
- Ensure regular deep cleaning of facilities is completed to a high standard, as required
- Communicate effectively and continuously as is reasonably practicable to all parties
- Work well independently and as part of a team
 - Undertake
 - o General “light” building duties
 - o Painting of buildings, gates, facilities and sundry items
 - o Carpentry, minor plumbing, as and where required
- Assist the Facilities Manager with the formulation of Painshill’s cyclical maintenance and cleaning programme
- Assist with events, on occasions, as required. Communicate with the public in a courteous and professional manner at all times
- Assist with general landscaping construction, as needed
- Ensure stock, tools and materials are kept to an acceptable level and usable standard
- Leave work areas clean and tidy on completion of a job
- As part of the Operations team, promote the visitor and volunteer involvement and experience of the Landscape
- Ensure Painshill Park Trust’s Health and Safety regulations are adhered to at all times
- Observe all Health and Safety at Work Regulations, Risk and COSHH Assessments as set out by Painshill Park Trust in accordance with its statutory obligations
- Undertake any other duties and responsibilities that are compatible with the overall scope and authority of the Facilities Manager
- Promote and represent Painshill Park Trust’s work and policies at all times
- Maintain at all times a high level of work standards and a high standard of customer service
- Be accountable for their own development through the Performance and Development Review (appraisal) process seeking out opportunities to learn new skills and undertake necessary training as required by Painshill Park Trust
- Work alongside volunteers and other members of the Operations & Landscape Team to maintain Painshill
- Any other duties as may be reasonably requested by the Facilities Manager

Person specification

Essential

Qualifications and Experience

- Previous maintenance experience
- Previous cleaning experience
- Comfortable with manual handling



- Able to use general hand tools

Skills and Personal Qualities

- Passionate about high standards and their impact of visitor experience
- Sense of pride in work
- Independently driven
- Team player
- Good communication skills
- Ability to schedule work and work independently as well as part of a team
- Eye for detail

Desirable

- Driving Licence

To Apply: Please send CV and covering letter to Recruitment@painshill.co.uk

Closing Date: We will review applications on a rolling basis

Interview Date: w/c 05 January 2026

Start date: ASAP