



## **JOB DESCRIPTION**

**Job title:**

Part Time Cleaner

**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 cleaning experience and have an awareness of property standards. This is a varied role that requires someone who has an eye for detail and passion for standards, as well as a basic knowledge of health and safety.

### **Main responsibilities and tasks**

- Maintain the cleaning standards across the facilities and buildings at Painshill. Ensure all works completed are to a high standard as directed by the Facilities Manager and completed within realistic/stipulated time frames
- Manage, prioritise and complete cleaning requests from the Facilities Manager
- Communicate effectively and continuously as is reasonably practicable to all parties
- Work well independently and as part of a team
- Undertake
  - General daily, weekly and monthly cleaning duties
  - Support deep cleaning requirements.
- Assist the Facilities Manager with the formulation of Painshill's cleaning programme
- Assist with events, on occasions, as required. Communicate with the public in a courteous and professional manner at all times.
- Ensure cleaning stock and equipment are kept to an acceptable level and usable standard.
- 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
- 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 Team to maintain Painshill
- Any other duties as may be reasonably requested by the Facilities Manager

### **Person specification**

#### **Essential**

##### **Qualifications and Experience**

- Previous cleaning experience
- Comfortable with manual handling

##### **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**

- Experience of COSHH
- Driving Licence

To Apply: Please send CV and covering letter to [Recruitment@painshill.co.uk](mailto:Recruitment@painshill.co.uk)

Closing Date: We will review applications on a rolling basis

Interview Date: w/c 02 February 2026

Start date: ASAP