

Job Description

Title	Cleaner
Duration and Hours	Part Time Hours (av. 2-3 hours per day)
Salary	£12.60ph
Report to	Property & Collection Manager
About The Bishop's Palace	The site and buildings of The Bishop's Palace and Gardens is owned by the Church Commissioners and managed by The Palace Trust. As a charitable organisation our mission is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning.
Purpose of role	To ensure The Bishop's Palace is clean and welcoming to the public
Vision, Purpose and Values of The Bishop's Palace	<p>Our Vision To inspire and touch the lives of many by offering joy, healing, hope and wellbeing.</p> <p>Our Purpose To conserve and share the Palace and its story as a place of enjoyment and reflection for the benefit of all.</p> <p>What we value • Authenticity • Inclusivity • Hospitality • Spirituality • Generosity • Sustainability</p>
Key tasks for the role	<ul style="list-style-type: none"> • Clean and sanitise restrooms including restocking supplies • Sweeping, vacuuming and mopping in Palace Building, Offices and meeting rooms • Cleaning, dusting/damp wiping and polishing, using appropriate products, across the public areas and offices • Waste management – emptying bins, disposing of waste and ensuring correct separation of recycling. • Liaising with the Property Manager to ensure appropriate levels of cleaning supplies. • Notify Property Manager of deficiencies or repairs required • Carry out deep cleans as per cleaning schedule • The post holder will be required to undertake other reasonable duties and responsibilities which are compatible with the overall scope and authority of the appointment, in discussion with their Line Manager.
What you can expect	You will be working for an independent charity whose main aim is to share, preserve and protect the 800-year-old Bishop's Palace. We reinvest in the team and the site

<i>from The Palace Trust</i>	and work with local community groups and organisations as part of our community engagement. We are a real living wage employer. <ul style="list-style-type: none"> • 25 Days annual leave per year • Induction and training for each employee • Opportunity to join The Palace Trust Pension Scheme • Access to the organisations Employee Assistance Programme • Positive Working Environment • Opportunity to support the local community through volunteer days • Staff social events • Staff discount in The Bishop's Table Café 	
<i>Key internal contacts</i>	Property & Collections Manager Visitor Experience Manager	Head of Catering

Person Specification

	Essential	Desirable
Knowledge and experience	Some cleaning experience	Commercial or domestic cleaning experience
Skills and abilities	<ul style="list-style-type: none"> • High level of attention to detail • Physically fit and able to clean in all areas of the site • Good organisational abilities • Ability to work unsupervised and deliver quality work • Good Interpersonal and communication skills • Positive and approachable manner 	

How to Apply:

Send a Covering letter with a CV to Recruitment@bishopspalace.org.uk.

Applications will be considered as received and shortlisted applicants invited to interview. If this role is of interest please send your application as soon as possible.

Anticipated start date late December 2024 / Early January 2025.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

