



Sunday Cleaning Assistant - Bank Staff

Location	Reports to	Hours	Salary
Bore Place, Chiddingstone	Venue Operations Manager	Average 5 hours a week on Sundays Possibility of additional hours on an ad hoc basis	Sundays - £15.00 an hour Non-Sundays - £12.60 (rising to £13.45 in line with the Real Living Wage)

Background information

Bore Place is home to the Commonwork Trust, a charity set in 500 acres of countryside encompassing organic farmland and vegetable gardens, residential venue, environmental education centre, and programmes providing opportunities for vulnerable and disadvantaged young people. This role sits in the venue team which primarily looks after our guests and spaces booked by groups, families, weddings and retreats.

Position summary

- To perform housekeeping and cleaning duties to high standards to maintain and prepare our public spaces and venue properties for visitors and guests.
- Uphold exemplary standards in Health and Safety to ensure the wellbeing of staff and visitors.

Primary Responsibilities

1. Housekeeping and cleaning

- Carrying out and maintaining high standards of cleanliness across the venue to complete site changes between visitors and set up equipment for incoming groups.
- Using eco-friendly and sustainable cleaning products and equipment in line with our ethos.
- Working with guidance from the Venue Operations Manager to perform a variety of tasks in accordance with the booking schedule.
- Keeping all site premises, equipment and facilities clean, stocked, in good order, ready and welcoming.
- Locking-up and securing properties at the end of the shift.
- Maintaining all cleaning and health and safety records.
- Reporting any issues/concerns/damage to property to the Venue Operations Manager.
- Reporting shortages in stock to the Venue Operations Manager.

3. Care of visitors

- Preparing the premises for visitors to a high standard and on time.
- Liaising with venue staff to ensure that all visits are successful and enjoyable, providing proactive support to ad-hoc tasks as needed.

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4. Being part of the team

- Working with the wider Bore Place organisation to work harmoniously with all, supporting and taking part in staff events as appropriate.

5. Legal requirements

- Adhering to health and safety, COSHH and other statutory regulations.

Additional hours worked outside Sunday hours will be paid at the normal hourly rate of £12.60 (rising to £13.45 in line with the Real Living Wage) for this position.

Person specification

We are looking for someone who will undertake the work cheerfully and with enthusiasm, who takes pride in housekeeping and cleaning, who will work efficiently and cooperatively with others and enjoys looking after our visitors.

Essential criteria

- Enjoys housekeeping and cleaning.
- Attention to detail.
- Good timekeeping.
- Fitness and willingness to undertake the work.
- Be able to work independently and at times alone (in line with our Lone Working Policy)
- Be able to lock-up properties
- Interest in and support for the aims of the Commonwork Trust.

Useful, but not essential:

- Experience of working in hotels/guest accommodation/visitor attractions

Our Values

Inspire

Inspiring and learning through experience - We inspire people to look after the Earth, enjoy the living world and become guardians of its future.

Regenerate

Regeneration in action - We seek to be a real-life model of regenerative practice and instill this at the core of everything we do.

Collaborate

Making a Difference Together - People and partnerships are at the heart of our organisation. We acknowledge that to achieve real change we need to work with others. This collaborative approach is key to our success.

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Be Inclusive

A fair and inclusive environment - We champion and promote inclusion, equality, and diversity always. We aspire to be an organisation where people feel valued and included equally.

Take Ownership

Personal and collective responsibility - Bore Place belongs to us all. Together we care for the land and provide a well-managed, accessible space, rich in wildlife where our values are central to our actions and choices.

Benefits of working at Bore place

- Opportunity to make a difference to the lives of others and see the direct impact of your work.
- A programme of staff engagement activities across the year.
- Free parking
- Paid holiday accrued at a rate equivalent to 2.5 days per month, based on a standard 37.5 hour working week.
- Opportunity to undertake further learning and training.
- A glorious countryside location.

Diversity

At Bore Place, we are committed to fostering a diverse and inclusive workplace. We welcome applicants from all backgrounds and are dedicated to providing equal opportunities. We strive to make our hiring process accessible to all, so please inform us of any special arrangements you may need.

Safeguarding and DBS

The safety and welfare of children and other vulnerable people at Bore Place is extremely important to us and is why we pride ourselves on our Safeguarding procedures. All positions at Bore Place are subject to a Disclosure & Barring Service (DBS) check at the appropriate level.

Right to work in the UK

It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This would be an express term and condition of your employment with us.

To apply

Please send a CV and cover letter to jobs@boreplace.org telling us why you are the ideal candidate

Deadline: 13th March 2026