**ESTATE OFFICE CLEANER**

**JOB DESCRIPTION**

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| **Department:** | Estate Office |
| **Reporting to:** | Housekeeper |
| **Supervisory Responsibilities:** | None |
| **Hours of Work:** | Approximately 20 hours per week, working outside of office hours, with the ability to work additional hours as required |

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| **Job Purpose** |

The Estate Office has a pivotal role in the efficient management of the Estate. The role will be to ensure the Estate offices are maintained to the highest standard of cleanliness and hygiene.

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| **Key Tasks and Main Responsibilities** |

* Sweep, mop, and vacuum floors in all office areas including, but not exclusive to, reception, workspaces, conference room, and corridors
* Dust and wipe down desks, chairs, and other office furniture.
* Clean and sanitise bathrooms, including toilets, sinks, and mirrors.
* Empty bins, replace liners, and ensure waste is disposed of properly.
* Clean and sanitise kitchen areas, including worktops, sinks, and appliances.
* Clean glass surfaces such as windows, mirrors, and doors.
* Replenish consumable items such as toilet paper, soap, and paper towels in bathrooms and kitchens.
* To ensure York Cottage and Hall Stable Flats are cleaned to a high standard.
* To ensure all designated areas are cleaned to a high standard.
* Any other ad hoc duties that arise.

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| **Person Specification: The Candidate**Version:1.10.0.8Hash:rv0xSjngK13Q9P9g2zLLTCplbDU= |

The ideal candidate will:

* Have the ability to work independently with minimal supervision.
* Be committed to ensuring the highest standards of cleanliness and hygiene in the Estate Office.
* Take pride in their work and present themselves well to colleagues, visitors and guests.
* Carry out planned tasks in a timely fashion.
* Demonstrate attention to detail and efficiency.
* Have a flexible and pro-active approach.
* To maintain confidentiality at all times

The successful applicant must be self-motivated and personable with a conscientious attitude and be capable of working within the context of a diverse estate consisting of numerous other enterprises. They should also be able to communicate well with those both on and off the Estate.

The role is part of the whole organisation team and as such requires you to perform such reasonable tasks that are required, as and when are necessary, to maintain, promote, develop, and expand the business of our organisation and its interests generally.

You must carry out your duties to the best of your ability, having consideration for the needs of your colleagues and the organisation and its clients/customers. You need to have and maintain (with regular training and updates as necessary) the knowledge, technical skills and qualifications that are necessary to perform your job role to comply with the requirements of the Sandringham Estate and any applicable rules, regulations and with any law which applies to your job role.

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| **To Apply** Version:1.10.0.8Hash:rv0xSjngK13Q9P9g2zLLTCplbDU= |

 To apply please send your CV and cover letter to the HR department to The Estate Office, Sandringham,

 Norfolk, PE35 6EN or email to jobs@sandringhamestate.co.uk.

**Closing date 20th September 2024.**

