

Weekend Cleaner Candidate Pack



NEPTUNUS BY
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harewood.org

Photo credit Lee Beel



ABOUT HAREWOOD

Harewood House Trust is an educational charity which engages around 250,000 visitors every year through our three outstanding collections – art, garden and living – with a 30-year commitment to contemporary programming that links them. It is one of England's finest 18th century country houses, with a magnificent collection of fine and decorative arts; an accredited museum, with a nationally designated collection, it is also the family seat of the Earl and Countess of Harewood.

As an educational charitable trust, Harewood's key objectives are:

- to preserve for the benefit of the public the House, Gardens and Collections
- to promote the study and appreciation of the arts and sciences
- to provide facilities for recreation.

Alongside the care, conservation and interpretation of the core collection, Harewood runs a series of innovative exhibitions of contemporary as well as historic art. The Trust also has a commercial arm that manages its trading operation including major outdoor events, conferences, corporate functions, fine dining, cafés and other retail and food outlets throughout the site.

In 2021, Harewood celebrated 250 years since the House was completed. The Trust has great ambitions for Harewood's future, as well as celebrating its fascinating past, including working on a masterplan to ensure Harewood's conservation, its longevity and its relevance to audiences today. The Masterplan encompasses several capital projects to grow our audiences, generate new income and provide an excellent visitor experience. It includes development of a new Visitor Centre and car park, and conversion of a listed building back into a family and creative space, and new play.

CLEANER

Responsible to	Cleaning Supervisor
Contract	Fixed Term
Hours	16 hours per week, working Saturday and Sunday Hours of work are typically a mixture of early shifts (7:30am - 4:00pm) and
Shifts	late shifts (9:30am - 6:00pm) National Living Wage – currently £12.21 per hour and rising to £12.71 from
Salary	April 2026

JOB SUMMARY

We are looking for a reliable individual to join our cleaning team. You will play a vital role in upholding high standards of cleanliness and hygiene in our public and staff areas. If you're someone who takes pride in their work and is detail-orientated, we want to hear from you!

KEY RESULTS AREAS

- Performing a range of cleaning tasks including vacuuming, dusting, sweeping and mopping
- Refilling and restocking cleaning supplies and toiletries (hand wash, toilet paper, paper towels) in public and staff areas
- Performing and documenting routine inspections and cleaning activities
- Carrying out deep cleaning and detailed cleaning tasks
- Liaising with the line manager to ensure you have sufficient cleaning products and reporting anything in need of repair
- Upholding the highest standard of Health and Safety
- Driving around various buildings on site using the company vehicle to carry out cleaning tasks.

This role involves working both indoors and outdoors.

This job description outlines the main responsibilities and duties of the post holders. It isn't meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holders will be expected to undertake any other reasonable duties as directed by the Facilities Manager.

Please note due to the nature of the role, you will need to hold a Full UK Driving License.

PERSON SPECIFICATION

E = Essential, D = Desirable

Previous cleaning experience	E
Attention to detail and ability to ensure all areas are maintained to a high standard	E
Good communication skills and the ability to work as a team	E
Organised and self-motivated, with the ability to identify and complete tasks without direct supervision	E
Ability to work weekends, bank holidays and event days	E
Awareness of the importance of health and safety practices	E
Understanding of COSHH requirements for cleaning within public spaces	D
Full driving licence	E
A commitment to equality & diversity	E
An interest in working in the charity sector	D
An interest in or appreciation of the arts / culture / heritage	D

OUR VALUES

Caring – demonstrate quality in your own work, showing support for those around you, respecting audiences and colleagues, showing empathy

Together – showing a commitment to team work, collaboration, belief in an organisation's mission and vision, living brand values

Adventurous – demonstrate energy and zeal in your attitude to work, being proactive, having a curious mind, being confident in your decisions, embracing innovation

Challenging – showing a commitment to high standards with rigour in your own work, learning from every opportunity, proactively questioning to ensure best results



CONTRACT TERMS & BENEFITS

Contract	Fixed Term for 6 months
Probation period	3 months
Notice after probation period	1 month
Annual leave entitlement	25 days plus bank holidays, rising by a day after each year of service in your first three years up to 28 days - pro rata
Location	Harewood House Trust, Harewood, Leeds, LS17 9LG. Harewood is 7 miles outside of Leeds and accessible by public transport: goodjourney.org.uk/attraction/harewood-house/
Employee benefits	Enhanced maternity, paternity and adoption entitlements; Enhanced sick pay entitlements; Employee Assistance Programme; Death in Service benefit scheme; Access to complimentary passes for other Treasure Houses of England + Yorkshire's Great, Houses, Castles & Gardens properties; Staff discount in onsite cafés + retail outlets; Vouchers for a free eyesight test for Display Screen Equipment users; Free parking.
Pre-work checks	Two satisfactory references Evidence of right to work in the UK

FURTHER INFORMATION

If you would like an informal discussion about this role, please contact recruitment@harewood.org.

NEXT STEPS & HOW TO APPLY

Please submit a CV before the closing date to recruitment@harewood.org.

Harewood House Trust is a Disability Confident Employer and any applicants who identify as disabled and meet the essential criteria will be offered an interview. If you would like to declare you have a disability in order for this to be taken into consideration, or if you require any reasonable adjustments for any part of the recruitment process, please let us know.

Closing date: 20th March 2026 at 12.00 noon

Thank you for reading this pack. We look forward to hearing from you!





For more information please contact
recruitment@harewood.org



HAREWOOD

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harewood.org

Photo credit Tom Arber