THE ALL ENGLAND JUMPING COURSE



HICKSTEAD
HASSOCKS
WEST SUSSEX
BN6 9NS

Facilities & Cleaning Manager

Location: The All England Jumping Course, Hickstead, West Sussex
Contract: Permanent
Salary: £32,000 pro rata + bonus scheme
Hours: Full time: May to September, Part time: 3 days a week, October to April
Reports to: The Head of Operations and The Show Ground Manager
Start Date: January 2027

About Hickstead

The All England Jumping Course, Hickstead is one of the UK's most prestigious equestrian venues and event destinations, hosting a busy programme of equestrian competitions, corporate events, private functions, residential training camps and major annual shows.

Although best known for our flagship summer events the Hickstead Derby and The Royal International Horse Show, Hickstead is a year-round business. Our showground hosts a wide variety of events and activities throughout the year, each with different cleaning, presentation and operational requirements.

We are a small, close-knit team of fewer than 20 full-time employees, which means everyone plays an important role in the success of the business. We are looking for someone who enjoys being part of a team, takes pride in their work and is willing to get involved wherever needed.

The Role

We are looking for a **Facilities & Cleaning Manager** to take overall responsibility for the cleanliness, presentation and day-to-day cleaning operation across the Hickstead Showground, working alongside the events and operations team.

This is a hands-on management role. You will be responsible for maintaining consistently high standards across our facilities while planning and managing the cleaning requirements for events throughout the year.

This will involve managing relevant cleaning contractors and agency staff when events require it. Also contracted services such as waste removal, creating schedules with suppliers to keep the venue clear and operational.

The successful candidate will be a strong organiser and manager, but equally comfortable picking up a hoover, mop or litter picker when the situation requires it.

Key Responsibilities

Cleaning Management

• Take overall responsibility for the cleanliness of the showground.
• Develop and maintain high cleaning standards across all site facilities.
• Plan and manage routine cleaning throughout the year.
• Organise cleaning schedules around the event calendar and changing demands.
• Ensure cleaning is completed to the required standard and within agreed timescales.
• Carry out regular inspections of facilities and identify areas requiring attention.
• Manage cleaning equipment, materials and consumables, ensuring adequate stock levels.
• Take full responsibility for stock control of cleaning products, consumables and cleaning equipment.

Event Cleaning

• Plan and manage cleaning operations before, during and after events, including:
• Pre-event deep cleaning and preparation of facilities.
• Preparing function rooms, hospitality areas and other event spaces.
• Cleaning and preparing toilet facilities and accommodation.
• Cleaning during events and responding quickly to issues as they arise.
• Litter picking and maintaining the appearance of the showground.
• Pressure washing and general external cleaning.
• Post-event cleaning and returning facilities to their required standard.
• Managing additional cleaning staff during larger events.
• Working closely with the Events and Operations teams to understand the specific requirements of each event.

Staff Recruitment & Management

• Recruit and build a reliable pool of part-time cleaning staff to cope with the regular cleaning of the site.
• Organise staff rotas and allocate duties according to event requirements.
• Train members of the cleaning team and ensure contractors meet the expected standards.
• Lead by example and maintain a positive, professional working environment.
• Ensure adequate staffing levels are maintained throughout the year.

Facilities & Site Presentation

The role will have responsibility for maintaining the cleanliness and presentation of a wide range of facilities, including:

Eight permanent toilet blocks, Two office buildings, Event and function spaces, Accommodation and residential facilities, Hospitality areas, External areas and walkways, General showground areas.

The role will also involve identifying when facilities require refreshing, renewing or additional attention and working with the wider team to ensure standards are maintained.

The Ideal Candidate

We are looking for someone who combines **strong management and organisational skills with a practical, hands-on approach.**

You will ideally have experience managing a cleaning, housekeeping, facilities or similar operational team, although we are more interested in finding the right person with the right attitude and ability. A person who thrives in a busy environment with multiple event deadlines.

Experience in one or more of the following would be advantageous:
Managing casual or seasonal staff, Stock control, Cleaning management, Facilities

management, Housekeeping management, Hospitality or hotel operations, Event operations, Large-scale event cleaning.

A full driving licence would be advantageous due to the size and nature of the showground.

Working Pattern

Hickstead operates throughout the year, with the workload changing significantly depending on the season.

October – April:
Approximately **3 days per week**, focused on routine cleaning, facilities, indoor functions, Christmas parties, events and residential equestrian training camps.

May –September:
Approximately **5 days per week**, reflecting the significantly increased activity during the outdoor event season, including Hickstead's two major flagship summer events and a programme of smaller events.

The exact working days and hours will vary depending on the event calendar and operational requirements. Flexibility will be important, particularly around major events.

Why Join Hickstead?

This is an opportunity to take ownership of an important function within one of the UK's most recognised equestrian venues. You will have a significant impact on how the showground looks and feels to competitors, spectators, clients, guests and visitors.

Because Hickstead is a small team, you will have the opportunity to make a genuine difference, introduce new ideas and work closely with colleagues across the business.

If you are an organised, hands-on manager who takes pride in high standards and enjoys working in a varied and fast-moving environment, we would love to hear from you.

Please direct your application to william@hickstead.co.uk