



STANSTED PARK FOUNDATION

HOUSEKEEPER, STANSTED PARK

Reporting to:

House and Events Manager

Liaison with:

Estate Office Manager, Estate Caretaker, Maintenance Team and other personnel where necessary

Contract Type:

This is a full time role comprising 24 hours per week working for Stansted Park Foundation and 12 hours per week working for a private residential client

Salary:

£11 per hour – 36 hours per week

Background:

The Stansted Park Foundation is a Charitable Trust set up to preserve the Grade II* Listed Edwardian stately home and other assets contained in an 1,800-acre estate in the South Downs National Park. Having developed over hundreds of years, the original 11th Century hunting lodge now delivers exceptional experiences to visitors throughout the year.

The success of Stansted House comes not only from its unique setting and history, but also from the passion and enthusiasm of the dedicated people who work here. The Foundation's House Department plays a key role in ensuring the public enjoyment of the House through presenting the House immaculately for private functions, events and public openings.

We are looking for someone with exceptional attention to detail, who takes pride in their work and is both self-motivated and flexible. Prior experience of working within a heritage setting is welcomed but not necessary as training can be given.

Hours:

36 hours across five days per week, hours will be somewhat flexible operated through a timesheet. At times, weekend/evening work will be required to support functions.

Overall role:

Working under the supervision of the House and Events Manager, the Housekeeper, alongside two others, will be responsible for the protection, cleaning and care of contents in the Mansion. You will be responsible for the proper preparation for and clean up after private functions and events in the House. This includes handling chattels and function furniture.

The Housekeeper will also take care of and clean the communal areas of our commercial office spaces.

This job role includes being responsible for the cleaning and care of one our private residential tenants spaces.

KEY RESPONSIBILITIES

Cleanliness and presentation of the Mansion, Estate Office, communal commercial areas and private residence

- Ensure all areas are well-presented at all times and all items are in their correct position or stored safely
- All floors are swept, vacuumed, washed and well polished as appropriate
- All surfaces, tables, arrangements and displays are dusted and kept tidy and well-ordered
- All soft furnishings are cleaned and looked after
- The shared kitchen spaces are kept clean, tidy and organised at all times
- All WCs are clean, stocked and maintained
- Ensure that care is taken to maintain the integrity of heritage furnishings and items when cleaning, including the proper handling of historic items
- Ensure all cleaning supplies are well stocked and organised
- Report to the House Manager any undue wear and tear, any damaged or missing items, any malfunctioning items, any potential hazards and damage to the building
- Liaise with the residential tenant regarding the requirements of cleaning and maintaining their space

Security, health and safety and maintenance of the Mansion and Chattels

- Whilst on site ensure that all areas are secure, that rooms are locked on departure or that responsibility for such is handed over to an authorised person
- Ensure proper health and safety procedures are followed
- Make sure equipment used by staff is safe and well-maintained
- Wear protective clothing when necessary

Support functions and events

- Preparing rooms and areas to the best effect in accordance with requirements of different functions and events
- Work with the House and Events Manager to ensure the store is well-stocked. Be responsible for keeping supplies of necessary consumables for events.
- Clearing and cleaning areas after functions, including moving lightweight furniture with the help of the caretaker and maintenance team

Application deadline: Friday 1 December

Interviews week commencing: 4 December

Please send your CV and Cover Letter to visitors@stanstedpark.co.uk

For any enquiries or questions please call the estate office on 023 9241 2265