



Waddesdon Manor Job Description

Job Title: Conservation Assistant	
Managed by: Collection Steward	
Departments	Location
Collections	Waddesdon Manor, Aylesbury, Bucks HP18 0JH

Location:

Waddesdon Manor is an historic house open to the public. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today is managed by a Rothschild charitable trust, The Rothschild Foundation. It currently welcomes over 450,000 visitors a year to the property, just over a third of whom visit the house.

Job summary:

As a member of the Collection conservation cleaning team, the Conservation Assistant is responsible for the routine housekeeping care, cleaning and conservation of the Collection and its contents to National Trust standards. This primarily involves the cleaning and care of historic show rooms with a focus on the presentation of the Collection and also to assist with domestic cleaning of staff toilets and tearoom areas.

However, occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Trust.

Specific Duties Include:

1. Cleaning and Presentation

As part of the conservation cleaning team be responsible for the care and presentation of the Collection:

- Routine day to day cleaning of the Collection and its contents
- Make sure the Collection is presented to its optimum for daily opening to the visitor, including bulb changes, blind adjustments & stanchion maintenance
- Work in accordance with the methods laid down in the Manual of Housekeeping
- Bring to the attention of the Stewarding team any signs of wear, damage or deterioration in the fabric or contents of the Collection
- Participate in the deep cleaning programme during the summer and particularly during the winter



- Work in an environmentally friendly manner
- Participate in practical conservation housekeeping training and ensure knowledge is always current with National Trust practice

2. Conservation and Protection of Contents

Responsible for helping with the long-term care of the items on display and in store:

- Work with an awareness of the importance of environmental control (e.g. humidity) and the damaging effect of light on contents
- To occasionally assist specialist conservation staff as directed when they are working in the Collection
- Help in the packing/unpacking of contents prior to/after conservation or building works
- Help as necessary with the preparation of the Collection for functions, events, photography and filming, and in the clearing up afterwards.

3. Safety and Security

Ensure that Health and Safety procedures are followed when working.

Observe all security practices:

- Be careful to follow procedures including lifting and moving objects, working at height and working in dusty environments
- Report all accidents as required by the Health and Safety policy
- Be aware of the risk of theft and the security measures put in place to prevent it – work around these carefully and report any suspected changes to the Stewarding team

4. Other Duties

- Attend relevant training courses and meetings as required
- To assist the Stewarding team in running conservation themed demonstrations and events for the public.
- Undertake any other duties as may reasonably be requested of the Conservation Assistant by the Stewarding team
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.



Knowledge, Experience & General Attributes:

Knowledge:

- Essential: Good general education
Knowledge of conservation
- Desirable: Knowledge of and training in working at height regulations
PC Literate in Word, Microsoft Outlook and Excel

Skills:

- Essential: Team worker
Head for heights
Good manual dexterity
Careful and accurate with attention to detail
Excellent organisational skills
Flexible and adaptable
Good verbal communicator
Self-motivator with good sense of initiative
Able to initiate, plan and implement tasks
Driver with access to a car

Experience:

- Essential: Conservation cleaning in either a historic house, museum or conservation environment
- Desirable: Previous experience of working alone
Previous experience of working at height
Experience of database use, preferably Collections Management
Sewing experience (domestically or professionally)

Terms & Conditions

- Salary: £8,883 per annum
- Hours: 20 hours per week, four week days and every other weekend from April to December. Monday to Friday, January through to the end of March.
- Holiday: 25 days per annum pro rata, increasing to 28 days after three years' service and 30 days after ten years' service.
- Other: National Trust contributory pension scheme.
National Trust Staff Card which entitles free entry for two people at all NT properties and a discount in their shops.

Application date closes on Friday 4th May 2018

Interview date proposed for Friday 25th May 2018