



**National
Trust**



WADDESDON

Job Description

Job Title: Housekeeping Assistant	
Managed by: Head of Housekeeping	
Department(s) Five Arrows Hotel & Private Events	Location: Waddesdon

Waddesdon is a Rothschild house and gardens set in the Buckinghamshire countryside just outside Aylesbury. It was created for Baron Ferdinand de Rothschild in the 1870s. Now owned by the National Trust, but managed by a family trust (the Rothschild Foundation), it remains the epitome of 'Rothschild style'.

Visitors today can still see Ferdinand's unrivalled collections of decorative arts and paintings, alongside contemporary art, and wander in the immaculate gardens. There is also a working aviary, wine cellars, shops, restaurants and a woodland playground.

Over 300 staff and more than 300 volunteers help mount special exhibitions, host educational visits, hold wine tastings, lead guided walks and talks, and run events throughout the year, including a magical Christmas season. Private events – parties, meetings and weddings – are held at the Dairy (a private building on the estate) and at the Five Arrows, a Grade II listed boutique 16 bedroom hotel near the gates of the Manor.

The Five Arrows' name is derived from the Rothschild family emblem of a shield surmounted by five arrows, pointing upward and tied with a ribbon. Built in 1887 as part of Waddesdon Estate by Baron Ferdinand de Rothschild it was originally used to accommodate the architects, craftsmen and artisans working on the Manor itself. It was designed by architect/builder, James Taylor, who lived locally in Berton; in his own "authentic" English style of half timbering, elaborate Elizabethan chimney stacks, and wrought ironwork. Architecturally it is one of the most striking buildings in the village.

The Hotel and Private Events business, with 38 permanent members of staff, are managed by the trading company Rothschild Waddesdon Ltd, and all profits are returned to the Rothschild Foundation, a UK registered charity, for the upkeep of Waddesdon. The charity supports arts and heritage, the environment, education and social welfare by awarding grants, fostering dialogue and debate, and through the support of Waddesdon Manor.

The Housekeeping Assistant is responsible to the Head of Housekeeping for the cleanliness of the areas allocated to him/her.

Terms & Conditions:

Contract Type: Permanent full time with the National Trust

Hourly Rate: £16,500 per annum

Hours: A minimum of 37.5 hours per week, Wednesday to Sunday 8.00am to 4.30pm. There may be a requirement for you to work evenings and bank holidays as requested to meet business needs. Additional hours worked will receive TOIL as per the company policy.

Annual Leave:

- 33 days including public holidays
- After three full years of service: your leave entitlement will be increased by three days to 28 days for full time staff or pro rata for part time staff (plus bank holidays)
- After five full years from the date that your employment commenced: leave will be increased by a further day to 29 days for full time staff or pro rata for part time staff (plus bank holidays)
- After ten full years from the date that your employment commenced: leave will be increased by one day to 30 days for full time staff or pro rata for part time staff (plus bank holidays)

Benefits:

- Beautiful location working within the charity and heritage sector
- Free national Trust Membership and discounts in our Restaurants and shops.
- Free entry to NT properties for you, a guest and your children (under 18)
- Employer matched pension contribution match up to 10%
- Free parking on site at Waddesdon
- Health cash plan – from as little as £3.09 per month for you and your dependents
- Discounted gym membership at over 100 leisure facilities across the country
- Discount up to 35% off a National Trust holiday cottage booking
- Free parking

Key responsibilities:-

The main areas of responsibility for the Housekeeping Assistant are as follows:

- Cleaning allocated areas to the highest possible standard in the manner laid down by the Head Housekeeper
- Ensuring that the presentation of the areas for which they are responsible is to the highest standard
- Ensuring that the cleaning stock cupboards are properly stocked
- Ensuring that laundry is washed, dried and ironed as required by the Head Housekeeper
- Liaising with the Assistant Operations Manager regarding event timings and in some circumstances work times may need to be changed to work around these

- Assisting in the Spring-cleaning of areas as directed by the Head Housekeeper
- If appropriate, during the absence of another Housekeeping Assistant, covering that Housekeeping Assistant's areas of responsibility in addition to her own, as necessary
- Informing of any maintenance or security issues to the Hotel and Events Operations Manager
- If required, helping out at other areas around the Property, as directed by the Head Housekeeper

Skills and Experience

Essential

- Great attention to detail
- The ability to carry out tasks methodically and efficiently
- The ability to follow instructions
- Reliable and hard-working
- A good team player

Desirable

- Ideally previous experience in a similar position within a hotel or commercial environment

Application Process

- Closing date for applications is 11 pm on Wednesday 26 June 2019
- Please submit your CV and covering letter to application@waddesdon.org.uk
- Interviews to be held week commencing 1 July 2019