



## Waddesdon Manor Job Description

<b>Job Title:</b> Conservation Assistant	
<b>Managed by:</b> Collection Steward	
<b>Departments</b>	<b>Location</b>
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: £10,200 per annum

Hours: 22.5 hours per week, to cover every other weekend from April to December.  
Monday to Friday, January through to the end of March.

Holiday: 33 days per annum pro rata, increasing to 36 days after three years' service,  
38 days after 5 years' service and 39 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.

Closing date for applications 11pm on Friday 21<sup>st</sup> June.  
Please send your CV and covering letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk).