

Think
new things
Make
new connections

Housekeeping Assistant vacancy at Ditchley Park

A Housekeeping Assistant is sought to become part of the House Team at Ditchley Park.

Ditchley Park is one of the United Kingdom's finest houses, having a rich history as an idyllic retreat for royalty and power since the reign of Queen Elizabeth I. Sir Winston Churchill famously used Ditchley as a secret base during the early years of World War II, meeting presidential envoy Harry Hopkins here in his efforts to win American support.

Ditchley Park is owned and managed by The Ditchley Foundation who work with people from across the world to help sustain peace, freedom and order. Ditchley's approach aims to build new common ground; we believe that change is driven, and managed, by personal relationships, not reports or declarations.

In this inspiring place, we enable spirited but respectful discussion across divisions of expertise, geography, generations and political opinion. We work constantly to get better at this, harnessing the power of tradition and innovation in equal measure. No one leaves Ditchley without thinking new things.

When not being used by The Ditchley Foundation, Ditchley Park hosts private events for selected institutions and companies.

The hours will be spread across 3 days, and is to be discussed with the applicant. Saturday and/or Sunday working may sometimes be required by the schedule of events, for which overtime or time off in lieu will be given.

Applications close 5pm, Sunday 16th March 2025

Email CV and covering letter to georgia.kinsella@ditchley.com

JOB TITLE: HOUSEKEEPING ASSISTANT
HOURS: Part time, 16 hours per week.
SALARY: £10,392 (Hourly rate- Oxford Living Wage)

JOB DESCRIPTION:

As the Housekeeping Assistant, reporting to the House and Collections Care Manager, you'll be working with a great housekeeping team in an incredible place, helping with the day-to-day cleaning and care of the house and its collection. No detail will go unnoticed, and you'll keep a keen eye on everything from the environmental conditions in a room, to signs of wear and tear. You will ensure that the high standard of cleanliness and presentation is maintained for the Foundation's events.

KEY RESPONSIBILITIES

- To support the House and Collections Care Manager in ensuring the house is ready for events.
- To ensure that the areas are cleaned in a timely manner and to the Foundation's standard.
- To ensure the good condition of antiques, and other furniture and items, taking care when working with them. Training for handling and speciality cleaning of wood, leather, metals, glass and fabrics will be provided.
- To ensure all equipment is kept clean, and safely stored.
- To ensure workplans are followed, as directed by the House and Collections Care Manager, for maintaining the house and buildings and preventing disrepair or damage to property.
- To take inventory of the areas when requested.
- Stock control of cleaning supplies and equipment to maintain sufficient levels for events or cleaning.
- Prevent disrepair or damage to Foundation property where possible and safe.
- Attend all training as requested.
- To follow the Safe Working Practices as laid out by the Foundation.
- To follow requests by the House and Collections Care Manager to work in other areas should the need arise.

PERSONAL SPECIFICATIONS

- To be professional and polite to all.
- To work as part of a team, supporting each other where necessary.
- To have a flexible approach to workload.
- Attention to detail, with an understanding and respect of antiques.
- Willingness to undertake in-house training in speciality conservation cleaning methods.
- Reliable, with good time management.
- Physically able to undertake reasonable manual labour.