



FULL-TIME LIVE-OUT HOUSE MANAGER | LEATHERHEAD, SURREY, UK SALARY: £16-18 GBP per hour gross

PHS JOB 2799

Perfect Household Staff is thrilled to present an exciting opportunity for a skilled and proactive House Manager to oversee the operations of a prestigious estate in Leatherhead, Surrey. The family comprises two busy professionals, two teenage children, and their lovable Border Collie. Their home is a stunning estate equipped with cutting-edge smart home technology, meticulously landscaped gardens, and entertainment facilities. They seek a House Manager who can ensure the smooth functioning of the household while upholding the highest standards of excellence.

The selected candidate will take on a leadership role, coordinating all aspects of household management, from staff oversight to property maintenance. This position requires exceptional organisational abilities, discretion, and the capacity to anticipate and resolve challenges efficiently.

Renowned for its historical coaching inns that connected travellers to London in the 18th century, Leatherhead combines its rich heritage with modern suburban luxury. Architecturally, the area features a blend of Georgian properties and contemporary mansions, reflecting its unique charm.

Perfect Household Staff has been connecting experienced house managers with discerning families for over 15 years. If you are seeking professional estate management services in Surrey or looking to hire a private house manager in Leatherhead, our boutique agency ensures tailored matches for both clients and candidates.

Position Details:

Type: Live-Out, Permanent

Working Days: Monday - Friday

Working Hours: 40 hours weekly

Language: Proper English

Salary: £16-18 GBP per hour gross

Location: Leatherhead, Surrey, UK

Starting Date: In 70 days

Key Responsibilities:

- Managing the day-to-day operations of the household, ensuring all areas of the estate are maintained to impeccable standards.
- Supervising household staff, including recruitment, training, scheduling, and conducting performance reviews.
- Overseeing property maintenance and coordinating with contractors to manage repairs, renovations, and seasonal upkeep.
- Planning and executing events, ensuring every detail—from logistics to presentation—is handled flawlessly.
- Managing household budgets, tracking expenses meticulously, and preparing comprehensive financial reports.
- Ensuring the property's smart home systems function seamlessly, troubleshooting issues as they arise.
- Monitoring inventories of supplies and luxury items, ensuring everything is well-stocked and organised.
- Acting as the family's representative in liaising with external service providers to ensure top-tier service delivery.
- Developing and enforcing security measures to protect the property and its occupants, liaising with security teams when necessary. Coordinating travel logistics, including itineraries, packing, and managing accommodations.

Perfect Household Staff • Residency Concierge & Domestic Recruitment

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- Handling bespoke requests, such as sourcing rare items, managing philanthropic projects, or organising bespoke experiences.
- Adapting to the family's dynamic lifestyle, ensuring all their needs are met with precision and professionalism.

Minimal Requirements:

- Five or more years of private estate or household management experience.
- Exceptional leadership and organisational skills.
- Proven ability to manage high-value properties and staff teams.
- Excellent, checkable references.
- UK working permit.

Although we are actively searching for the perfect candidate for this role, due to the high volume of applicants, we cannot guarantee immediate feedback from the client. However, we will do our best to be in touch as soon as the recruitment consultant has reviewed your profile.

If you are personally interested in this House Manager role or know someone who may be suitable, please apply via our website or email sergey@perfecthouseholdstaff.co.uk We are always happy to register new applicants and answer any questions about the vacancy.

We are an established House Manager agency in the UK. If you are looking to be employed as a professional House Manager, you have come to the right place. Explore other available roles on our website under featured positions.

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