



PERMANENT FULL-TIME LIVE-OUT HOUSEHOLD MANAGER, PERSONAL ASSISTANT JOB

LIVE-OUT HOUSEHOLD MANAGER, PERSONAL ASSISTANT JOB | MIDDLETHORPE, YORK, NORTH YORKSHIRE, UK

Salary: starting from £36,500 gross per year, based on qualifications

PHS Job 3442

Perfect Household Staff is delighted to present an exceptional opportunity for a professional and experienced house manager / personal assistant to join a distinguished family based in the picturesque area of Middlethorpe, York, North Yorkshire. This impressive estate comprises a nine-bedroom mansion set within six acres of beautifully maintained grounds, along with six charming cottages that are let to tenants. The professional couple, whose grown-up children visit occasionally, are seeking a highly organised, hands-on individual with strong bookkeeping skills, excellent attention to detail, and the ability to manage schedules and oversee contractors effectively. The surrounding Yorkshire countryside offers a peaceful and scenic lifestyle, making this role ideal for a candidate who appreciates a balance between professional responsibility and tranquil living.

Working as a house manager / personal assistant within a private family environment requires a pro-active and versatile approach. This role involves overseeing the smooth day-to-day running of the estate, including managing staff, coordinating maintenance, and supporting the principals with administrative and organisational tasks. The successful candidate will be confident in bookkeeping, invoicing, and diary management, as well as liaising with contractors and external service providers. In addition, the role includes elements of property management, such as overseeing the letting of cottages and supporting marketing efforts, alongside occasional hands-on assistance with household duties. This is a dynamic and varied position suited to a professional who thrives in a multi-faceted role and can demonstrate initiative, discretion, and reliability.

Our household staffing agency has been assisting professional household managers find the perfect domestic staff jobs for over a decade. We are one of the top boutique household manager agencies in the UK. If you are looking to be employed as a household manager, you have come to the right place. We will help you to find a fantastic household manager job.

Only candidates who have the eligibility to work in the UK will be considered for this role.

Type: Permanent, Full-Time, Live-Out

Working Days: Five days per week

Working Hours: 40 hours per week

Perfect Household Staff • Residency Concierge & Domestic Recruitment

15 Stratton Street • London, W1J 8LQ • phone: +44 (0)203 376 6088 • fax: +44 (0)207 960 6100

Company N.7197595 • email: enquiries@perfecthouseholdstaff.co.uk • www.perfecthouseholdstaff.co.uk



Language: English

Salary: Starting from £36,500 gross per year, based on qualifications

Location: Middlethorpe, York, North Yorkshire, UK

Starting Date: By mid-June or earlier

Main duties of the Full-Time Household Manager:

- Managing and supervising the work of the housekeeper and gardener, ensuring all duties are completed to a high standard.
- Overseeing the general condition and presentation of the main residence and surrounding estate.
- Proactively scheduling and coordinating maintenance works and repairs across the property and cottages.
- Liaising with and managing external contractors, ensuring timely and efficient completion of tasks.
- Monitoring and supporting the holiday letting process, including communication with the letting agent.
- Assisting with marketing initiatives to promote the cottages and maximise occupancy.
- Managing household bookkeeping, including invoicing, expense tracking, and basic financial administration.
- Planning and coordinating events hosted by the family.
- Overseeing garden maintenance and coordinating any required improvements or repairs.
- Walking the family's two dogs and ensuring their wellbeing.
- Feeding and providing basic care for the family's two cats.
- Running errands for the household, including shopping and collections, using own vehicle.
- Assisting the housekeeper with cleaning tasks when required to maintain overall standards.
- Coordinating additional cleaning or specialist services when necessary.
- Demonstrating a hands-on, proactive approach to all aspects of household and estate management.

Requirements for this Full-Time Household Manager job:

- Three or more years of private personal assistant experience
- Two excellent checkable references
- Conversational English
- UK working permit
- Driving licence and personal vehicle

If you are personally interested in the household manager job or are aware of another

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potential professional household manager who may be interested in such a vacancy, please apply via the website or email alexander@perfecthouseholdstaff.co.uk.

We are always excited to register new applicants and are happy to answer any questions our candidates have on the vacancies!

We are an established household manager agency in the UK. If you are looking to be employed as a professional household manager, you have come to the right place. You will be able to see other household manager jobs in our blog – [featured positions](#).