

PERMANENT FULL-TIME LIVE-IN HOUSEKEEPER JOB

FLORDON | NORWICH | GB

SALARY: £45,000-£47,000 GROSS PER ANNUM

PHS JOB 3623

This is a large, traditional and formal private property, home to a couple with medium-sized family dogs kept in one area of the house. The household includes fine furnishings and antiques, and the successful candidate will need to be genuinely comfortable working in this kind of setting, taking real care and pride in how the property is presented and maintained.

The family is looking for someone experienced, capable and comfortable working to a high standard household. A background in hospitality would be an advantage, particularly for formal table setting and room presentation, though it is not essential. Candidates should be comfortable around dogs, as they are present in one area of the home, and should not have allergies to them.

The role does include a degree of sole responsibility for the property from time to time, so the family is looking for someone mature, experienced and confident working independently, rather than someone who needs close supervision.

A separate, detached cottage is provided, just a few metres from the main house, with its own private, fenced garden. The cottage includes a bedroom and dressing room upstairs, and downstairs offers a large reception room with a fireplace, a kitchen-breakfast room, a full bathroom with bath and shower, and a pantry. All utility bills are covered by the employer (with the exception of personal phone bills).

Location: Just outside Norwich, Norfolk

Position: Housekeeper

Type: Live-In, Full-Time, Permanent

Hours: Monday to Friday, 7:30am – 5:30pm, with one hour's break at midday (45h/week)

Salary: £45,000-£47,000 gross per annum

Language: Fluent English

Employment Basis: PAYE

Start Date: As soon as possible for the right candidate

Main Duties

- Full housekeeping across the property, including care of silverware, fine clothing and formal wardrobe management
- General cleaning and upkeep of a large, traditional home, including care around antique furniture
- Organising and taking charge of the kitchen and fridge, including preparation for events
- Formal table setting and presentation for dining
- Occasional simple, everyday cooking for the principals, such as preparing lunch (this is not a chef role)
- Presenting guest bedrooms to a high standard when required
- General sole-charge responsibility for the property from time to time

Requirements

- Several years of consecutive private household experience
- Confident working independently to a high standard in a large, formal property
- DBS check
- Comfortable around dogs, with no allergies
- Perfect spoken and written English
- A driving licence is not required for the role itself, but would be beneficial given the location, for personal use outside of working hours
- Right to work in the UK