PERMANENT FULL-TIME LIVE-OUT HOUSEKEEPER JOB

OXSHOTT I SURREYI GB

SALARY: £50,000 PER ANNUM GROSS

PHS JOB 3729

A private household in Oxshott, Surrey, is seeking a dependable, polished full-time Housekeeper to look after a large, newly renovated family home. The household values a beautifully kept, immaculate home and wants someone who takes real pride in their work.

The household is calm, quiet and well organised, with two adults in residence and no pets. The family is looking for a self-sufficient, discreet professional who can work independently, communicate openly and become a settled, trusted presence in the home. This is a permanent, full-time, live-out role on a payroll (PAYE) basis, with Monday to Friday daytime hours and some flexibility. Occasional overtime or weekend work may be available if wished.

The home is a three-storey property with natural marble and wooden flooring, four bedrooms, a studio above the garage, a gym and a cinema. The pool and gardens are looked after by specialist companies. Oxshott is an attractive Surrey village close to Cobham, Esher and Leatherhead, with the A3 and M25 nearby. Public transport is limited, so a car is required for the commute.

Location: Oxshott, Surrey
Type: Live-out, permanent, full-time (PAYE)
Salary: from £50,000 per annum gross
Hours: Full-time, around 8:00 a.m. to 5:00 p.m.
Days: Monday to Friday; occasional overtime or weekend work if wished
Transport: Own car required for commute
Language: English
Start: ASAP, for the right candidate

Benefits:

• Permanent, full-time position on a payroll (PAYE) basis
• Monday to Friday daytime hours, with some flexibility

• Calm, quiet, well-organised household of two adults, with no pets
• Open, regular communication, with weekly check-ins and a review every two months
• A paid trial before any engagement is confirmed

Key Responsibilities:

• Keeping the home immaculate, including the principals' suite, kitchen, bedrooms and bathrooms across three floors
• Caring for natural marble surfaces and wooden floors, using suitable products and methods
• Laundry and careful ironing, to a high standard, and changing bed linen
• Light outdoor upkeep, such as sweeping leaves and putting out or storing cushions and furniture covers with the seasons
• Light cooking and food support, including hot drinks, sandwiches, soups, stews and simple meal preparation (no formal dining)
• Grocery shopping and managing household stock and supplies
• Managing household waste and recycling in line with Council requirements
• Household errands, such as dry cleaning, collecting parcels and returning online orders at the post office

Requirements:

• Fluent English
• Proven experience as a Housekeeper in a private household, ideally with natural marble and fine wooden floors
• Own car, required for the commute and errands
• Based within an easy commute of Oxshott, ideally 30 to 40 minutes (60 minutes at most)
• Calm, discreet and self-sufficient, with open communication
• Right to work in the UK, confirmed before anything else
• DBS check
• Verifiable references from previous private household employment