

# Head Housekeeper

**Hours: 30 hrs/wk**

**Salary: £16,320 per annum (£20,400 FTE)**



Are you looking for a new opportunity in a fantastic team working for an educational and environmental charity?

Bore Place, situated in glorious countryside near to Chiddingstone, is looking for a Head Housekeeper to lead a team of housekeepers to deliver exceptional levels of cleanliness and service to the guests using our venue. Our housekeeping team has a diverse role carrying out housekeeping and cleaning, as well as providing hosting and catering support for our guests. You will be responsible for overseeing this and the team, ensuring high standards are maintained. We are looking for a reliable self-starter with excellent attention to detail and a can-do attitude. Good communication and people-management skills are essential, as is a good level of overall fitness.

The role is for 30 hours a week, worked over five days to include one weekend day. We are a flexible and family-friendly employer and offer a terrific work environment amongst a fantastic team of people. The salary for the position is £20,400 pro-rata which works out as £16,320 per annum. Other benefits include a pension, free parking and 28 days a year holiday (including bank holidays, pro-rata). Due to our rural location you'll need to be able to arrange your own transport.

## **In this role you will lead our Housekeeping Team to ensure:**

- high standards of cleanliness, hygiene and site appearance
- provision of excellent services for our visitors' meeting, event and catering needs.
- excellent care of our visitors
- the premises is maintained and developed to build our reputation

## **We're looking for someone who:**

- Has experience supervising and motivating a team
- Is a strong and effective communicator – written and verbal
- Has basic computer skills
- Is keen to learn and improve their own performance
- Has great attention to detail and excellent timekeeping
- Has a commitment to communicate with customers to understand and meet their needs
- Has an interest in, and supports, the aims of our organisation

## **In return, we'll offer you:**

- A role contributing to a charity supporting and educating young people
- Pension, paid holidays and bank holidays
- Coaching and support
- Opportunity to undertake further learning and training
- Paid DBS check
- A role within a wider organisation with opportunities for learning about environment, countryside and food through a programme of events for staff

For more information please contact Becky Baldock  
email: [becky.baldock@boreplace.org](mailto:becky.baldock@boreplace.org) or phone 01732 463 255

**Deadline for application 10am on Thursday 4<sup>th</sup> October.**

**Interviews to be held on Friday 5<sup>th</sup> October.**

[www.boreplace.org](http://www.boreplace.org)

Bore Place, Bore Place Road, Chiddingstone, Kent, TN8 7AR 01732 463255 [hello@boreplace.org](mailto:hello@boreplace.org)  
Home of the Commonwork Trust (registered charity 1160725 & company 09254227) & Commonwork Organic Farms Ltd (registered company 1977080)