

Lead Housekeeper Job Description

Part time: Minimum of 0.4 FTE (15 hours per week). Flexibility required, Mondays & Fridays as a minimum.

Location: Jamie's Farm Monmouth, Redbrook, NP25 4LU

Pay range: £25,830 - £30,135 pro rata, depending on experience

Reports to: Head of Farm

Direct Reports: Small team of housekeepers

Start Date: ASAP

Application Deadline: Midday Thursday 12th March

Interview dates: Tuesday 17th March

Date successful candidate will be notified: Wednesday 18th March

What is Jamie's Farm?

Jamie's Farm is a national charity, delivering unique residential programmes to young people facing challenges. We work in partnership with schools and similar organisations to deliver therapeutic support for young people, as well as professional development for the adults who accompany them.

Our beautiful Monmouth farm is home to 5 Airbnb listings, with all proceeds feeding back into the charity, ensuring that we can continue delivering our impactful programme.

Position Summary

The Lead Housekeeper will be responsible for caring for the wonderful site and facilities that make up Jamie's Farm Monmouth. This includes [Duffield's Farm](#), our main farmhouse, [The Farmer's Cabins](#), which are just up the hill, a [flat](#) and a [Shepherd's Hut](#). This role is central to creating the warm, homely — yet tidy and professional environment that is so crucial to Jamie's Farm. We are looking for a positive, enthusiastic and determined individual with a strong work ethic, who is passionate about maintaining high-quality properties for all of our guests, both visiting young people and members of the public.

The successful candidate will be flexible in their approach and working hours, taking pride in maintaining consistently high standards and be comfortable working behind the scenes, ensuring the smooth day-to-day running of a Jamie's Farm household. They will be aligned with the Jamie's Farm ethos and understand the operational demands of the Monday and Friday changeover at Duffields, as well as the availability of The Farmer's Cabins on Airbnb.

They will approach these responsibilities with commitment, initiative and a proactive attitude, ensuring a smooth and high-quality experience for all. A full overview of our properties can be found [here](#).

Main responsibilities

Responsibilities include, but are not limited to:

1. Responsible for all major housekeeping activities, including:
 - Ensuring all properties at Jamie's Farm Monmouth are consistently maintained to a high standard;
 - Ensuring all properties at Jamie's Farm Monmouth are suitably prepared for the arrival of guests – including arranging the laundry service for all bedding as appropriate;
 - Managing a team of housekeepers. Planning the weekly staffing rota to make sure there are adequate housekeepers at all times;
 - Liaising with and coordinating local tradespeople to ensure the site is well maintained and that maintenance needs are addressed promptly and efficiently;
 - Recruiting and co-ordinating any ad hoc cleaning support;
 - Overseeing any necessary training required for housekeepers; ensuring the high standards of cleaning are met;
 - Managing the supply of housekeeping products;
 - Regularly communicating with the Jamie's Farm House Lets Coordinator, who will manage bookings and liaise directly with guests.

Experience, Skills, Abilities:

- Previous housekeeping or cleaning experience is **essential**
- Good communicator
- Strong work ethic, flexible and dependable
- Ability to be a principal figure of warmth, hospitality and homeliness to all visitors to the Farm
- Strong organisational skills and ability to manage a diary
- Ability to co-ordinate a small team to ensure the properties are continually at a high standard of cleanliness
- A passion and an ability to work in a small, dynamic team as part of an exciting and growing charity
- Ability to exemplify Jamie's Farm core values and behaviours
- Sensitivity to racial, cultural and ideological diversity
- A car driver with own transport – due to our rural location

Benefits:

- Competitive salary, dependent on experience
- Annual leave and pension contribution

- Opportunity to be part of a dynamic and supportive team culture
- Team-building and professional development opportunities
- Opportunity to support Jamie's Farm mission

Apply now:

We'd love to hear from you. Please email reasons why you are suitable for this role along with your CV or contact us for further information to recruitment@jamiesfarm.org.uk

Timeline:

Closing Date:- Thursday 12th March – 12.00pm

Interview Date:- Tuesday 17th March

Start date:- As soon as possible or as soon as notice period allows

Due to the nature of our work with young people, on acceptance of offer all Jamie's Farm employees are subject to an enhanced DBS check in accordance with our Safeguarding Policy.