

Lead Housekeeper Job Description

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

Location: Lower Shockerwick Farm, Near Bath BA1 7LL

Pay range: £15.75

Reports to: Team Leader

Responsibility: Lead and support a small, established housekeeping team, fostering a collaborative and positive working environment.

Start Date: ASAP

Application Deadline: Midday Monday 20th April

Interview dates: Thursday 23rd April

Date successful candidate will be notified: Friday 24th April

What is Jamie's Farm?

Jamie's Farm is a national charity that delivers residential programmes for young people facing challenges. We work in partnership with schools and organisations to provide therapeutic support in a safe and nurturing farm environment. Our farm is also home to an Airbnb listing, with all proceeds supporting the charity and helping us continue delivering our programmes.

Position Summary

The Lead Housekeeper, alongside their team, will be responsible for caring for the site and facilities at Jamie's Farm Lower Shockerwick. This role is central to creating the warm, homely — yet tidy and professional — environment that is so important for the young people, visiting staff and Airbnb guests who stay with us.

We are looking for a positive, enthusiastic and determined individual with a strong work ethic who is passionate about maintaining high-quality spaces for all our guests. The successful candidate will take a collaborative approach, working closely with colleagues to maintain consistently high standards and ensure the smooth day-to-day running of a Jamie's Farm household.

They will be aligned with the Jamie's Farm ethos, flexible in their approach and working hours, and understand the operational demands of the Monday and Friday changeover at Lower Shockerwick. With initiative and a proactive attitude, they will help ensure a smooth and welcoming experience for everyone who visits.

Main responsibilities

Responsibilities include, but are not limited to:

- Responsible for all major housekeeping activities, including:
 - o Leading a small team of housekeepers.
 - o Ensuring the property, and external buildings are consistently maintained to a high standard.
 - o Ensuring all properties are suitably prepared for the arrival of guests – including arranging the laundry service for all bedding as appropriate;
 - o Planning the weekly staffing rota to make sure there are always adequate housekeepers.
 - o Liaising with and coordinating local tradespeople alongside the House let manager to ensure the site is well maintained and that maintenance needs are addressed promptly and efficiently.
 - o Recruit, schedule and coordinate additional cleaning support during busy periods or staff absence
 - o Overseeing any necessary training required for housekeepers; ensuring the high standards of cleaning are met.
 - o Managing the supply of housekeeping products.
 - o 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.
- Strong communication skills, enabling effective coordination with the housekeeping team and wider site staff.
- Strong work ethic; flexible, reliable and dependable.
- Able to create a warm, welcoming and homely environment for all visitors to the Farm.
- Strong organisational skills with the ability to manage schedules and priorities.
- Able to coordinate a small team to ensure properties are consistently maintained to a high standard of cleanliness.
- A passion for working in a small, dynamic team within an exciting and growing charity.
- Able to demonstrate and embody Jamie's Farm's core values and behaviours.
- Sensitivity to racial, cultural and ideological diversity.
- Full driving licence and access to a car due to our rural location.

Benefits:

- o Competitive salary, dependent on experience
- o Opportunity to be part of a dynamic and supportive team culture
- o Team-building and professional development opportunities
- o 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:- Monday 20th April– 12.00pm

Interview Date:- Thursday 23rd April

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.