

MULGRAVE

— ESTATE —

JOB DESCRIPTION

Job Title: Assistant Housekeeper

Reporting to: Castle Manager

The Mulgrave Estate is a large and diverse rural Estate located on the North Yorkshire Coast, in the North York Moors National Park. The Estate extends to 15,000 acres, including 2,500 acres of woodland and a Registered Park and Garden (RPG) around Mulgrave Castle, the seat of the Marquis of Normanby. A private home, Mulgrave is a vibrant and evolving Estate and is proud of its role in the local area and community.

Purpose of Position:

We require a mature, resilient and capable person to join the household team to assist with the running of the Castle. Hours and days of work will vary for when the owners and their guests are in residence and will include weekends and bank holidays at certain times of the year.

Duties to include:

Your duties will include housekeeping, laundry, assistance with service at meal times and fire watch.

As this is a private household and discretion is of the utmost importance. A full driving license is preferred, due to the location of the Castle.

Typical Hours of work:

When family are in residence:

08:00 to 14:30 then 19:30 to 22:30.

Please note you will receive one full day off per week when the family are in residence.

When family are not in residence:

31 hours per week.

Usually 08:00 to 16:00.

Contract of Employment:

The appointment will be based upon a one month notice from either party, following a satisfactory completion of an initial 13-week probationary period.

Remuneration:

£8.40 per hour

Accommodation may be available subject to availability and the circumstances of the candidate.

Other benefits include a pension scheme, death in service and income protection.

Holidays:

The annual entitlement is 20 days plus 8 bank holidays, to be taken as time off in lieu if worked. The holiday year runs from January to December.

Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, May Bank Holidays and August Bank Holiday will normally be required to work, subject to the needs of the family if in residence. Holiday entitlement will usually be taken during periods when the owners are not in residence.