

Description of Work

Trustees of the Titsey Foundation - Titsey Place

Housekeeper/Caretaker

A vacancy has arisen which would suit a flexible couple to undertake housekeeping, security and other duties in relation to the occupation and opening to the public of an English stately home.

1. Background

Titsey Place is a historic mansion house is occupied by the Innes family. The house is open to the public between May and September on Wednesdays and Saturdays and for special visits which happen throughout the year (5,000 visitors per annum). The gardens are open during the same dates on Wednesdays, Saturdays and Sundays.

2. Location and Directions

Titsey Place, Titsey Hill, Oxted, Surrey RH8 0SD.

From the A25 Oxted to Westerham turn left down Limpsfield High Street at the traffic lights. At the bottom of the High Street turn left into Bluehouse Lane and then take the first right into Water Lane. Go under the M25 and then follow road and into Titsey park. Go through the park and past the Walled Garden. You will then arrive at the back yard of Titsey Place.

3. Job Description

a) Security

- i) You will be responsible, particularly in Mr and Mrs Innes' absence, for all security matters, e.g. keeping a watchful eye over the house and its grounds, liaising with the Police and the alarm company whenever necessary. Titsey Place has an Active Security Intruder Alarm on all rooms with door locks on each interior room. There is Closed Circuit Television Video System, which is operated throughout the house. There is also a fire alarm.
- ii) There are security gates at the front and back of the Estate, which require locking and unlocking during the day. The answering system is direct to the house during the out-of-work hours which will require answering.

b) Public Opening

- i) One person would be responsible for manning the kiosk on open days when the house and/or gardens are open to the public. This is currently 3 days per week plus late May and August Bank Holidays. This will involve collecting money, operating the card payment system, giving out tickets and selling brochures, leaflets and postcards. The other person would be in the house during the afternoon of the 2 days per week that the house is open to the public supervising the arrival and departure of each tour. Postcards, brochures and leaflets may also be sold from this point.
- ii) You would also be expected to assist in the preparation of the house prior to the opening day e.g. laying out signs, opening all curtains, doors, placing flowers around the house etc., setting up the kiosk and putting out directional signs on the Estate.
- iii) After the close of opening days you will be required to take the monies to Oxted for banking.
- iv) As well as formal public opening days there is likely to be some days when the house is open for "by appointment" visits. This will involve supervising the arrival of the guides, tour party and opening up the house but not running the kiosk.
- v) Other duties as required.

c) General

Other day to day duties include:-

- i) Keeping the house clean and dusted, as required.
- ii) Supervising contract cleaners.
- iii) Assisting Mrs Innes with housework, including laundry, cleaning and ironing.
- iv) Preparing and tending fires in the house during the winter months.
- v) Washing cars regularly.
- vi) Looking after dogs for periods of up to a week and also taking dogs for walks when Mr and Mrs Innes are not available.
- vii) Occasional driving of the Innes family to the airport or station or other locations.

- viii) Assisting with serving, cleaning and washing up lunches and dinners for Mr and Mrs Innes and the Trustees when required.
- ix) To be flexible and to generally help Mr Innes fulfil his role as Governor of the Titsey Foundation.
- x) Open the church as necessary.
- xi) Other duties as required.

d) Skills

- i) Applicants should have good interpersonal skills and be aware that much of the role is public facing. There is a team of gardeners, guides, tea room staff etc. so successful applicants need to work as part of this team.
- ii) Applicants should have reasonable technological skills and be able and comfortable operating smart phones and wireless payment systems.
- iii) Applicants must be prepared to work flexibly and adapt to the needs of the family and the Foundation.