



JOB DESCRIPTION

Position:	Estate Warden
Reports to:	Estate Co-ordinator
Salary:	Meets National Minimum Wage
Location:	Dumfries House Estate, Cumnock, KA18 2NJ

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

The Estate Warden must have a keen eye and attention to detail, you must also set an example to deliver excellent customer service.

Key Tasks

- To be flexible and undertake reasonable additional duties as required.
- To meet and greet guests at the main gate and help them with directions to properties on the estate as well as giving any general site information when required.
- To report any defect, or health & safety concern, no matter what its nature, to the Estate Co-ordinator.
- To perform a site walk across the Estate each shift, observing the area, noting/reporting any health and safety issues to the Estate Co-ordinator.
- To perform weekly building checks, and weekly fire alarm tests.
- To perform daily warden tasks such as, bin emptying, litter picking, logs and garden biomass.
- Additional duties may be requested of the Estate Wardens during their patrols including conducting reports of lighting and other such defects.
- To open and operate the maze on a daily basis with interaction with public and cash handling.
- Daily and weekly play park checks including bark turning in these areas. Any defects or concerns to be reported to the Estate Co-ordinator.
- To assist with opening and closing of the Queen Elizabeth Walled Garden including biomass boiler fill and check.
- To weekly valet and check of the fleet vehicles reporting all defects to the Estate Co-ordinator.
- To assist with event parking as required.
- To note and respond to any parking violations with a positive and customer focused approach – this may involve talking with guests.
- Occasional requirement to drive the minibus to support education department both on and off the estate.

Person Specification

The essential skills, knowledge and experience required are:

- Good communication skills.
- Strong organisational skills.
- A practical approach, extremely versatile with a critical eye for detail.
- Please note that this is a physically demanding role, fitness levels to support walking as much as 20,000 steps per day in some instances.

Other:

- The post will be based at Dumfries House Estate, Cumnock, KA18 2NJ.
- Variable hours contract. Occasional weekend work may be required.
- You must have the legal right to work in the UK.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Friday 30 May 2025