



## **JOB DESCRIPTION**

**Position:** Housekeeper

**Reports to:** Head of Housekeeping

**Location:** Dumfries House, Cumnock

### **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:**

Cleaning of all areas within the Estate covered by the Housekeeping department.



## **Key Tasks**

Specific Duties will include:

- Clean, stock and maintain all designated areas safely and to a high standard on a daily/weekly basis.
- Ensure appropriate signage is in place where applicable.
- Ensure extra cleaning duties are carried out and signed off as stipulated in work plans.
- Ensure laundry is washed and dried at the correct temperature, and the laundry area is kept clean and tidy at all times.
- Ensure washing machines, tumble driers and dishwashers are maintained and used correctly.
- Ensure all storerooms are kept neat and tidy and all areas are stocked appropriately.
- Ensure all Housekeeping equipment is used and stored safely and correctly after use.
- Report any faults, damage and breakages to HOD.
- Ensure that keys used, are returned to the key cupboard.
- After cleaning, buildings must be locked, and alarms set where appropriate.
- Any other duties appropriate to the role.

## **Person Specification**

The essential skills, knowledge and experience required are:

- Physically demanding role, regularly required to reach, kneel, bend.
- Reliability and adaptability.
- Willing to learn and work within a team.
- Integrity.
- A basic knowledge of cleaning.
- Should have a current/clean driving license.
- Good communication skills.

## **Other:**

- The post will be based at Dumfries House Estate, Cumnock, KA18 2NJ with the requirement to travel on occasion.
- 3 days per week over 7.
- You must have the legal right to work in the UK.
- Must be available to work on a flexible shift pattern, regular weekend and evening work is required.

**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](mailto:hr.recruitment@kings-foundation.org) and request an application form.

**Closing date for applications: Friday 8 August 2025**