



JOB DESCRIPTION

Position:	Housekeeping Manager
Reports to:	General Manager
Salary:	Dependent on Experience
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:

We are looking for a hardworking, enthusiastic person to join our skilled team. The candidate would manage the day to day activity of the housekeeping team. Acting as a link between the other departments on the estate and the Housekeeping team. Ensuring the team cover all aspects of cleanliness across the estate.

Key Tasks

Specific Duties will include:

- Leading the housekeeping team across the estate.
- Organising staff rotas, leading on staff development.
- Creating Standard Operating Procedures for the delivery of the housekeeping.
- Working with various departments across the organisation to ensure smooth delivery of housekeeping and ensure all events are delivered smoothly.
- Ensuring all housekeeping activities are delivered in a timely and efficient manner.
- Ensuring the standard of cleanliness is maintained and the team follow appropriate working practices.
- The candidate will be required to work with the General Manager in reviewing, analysing and discussing accounts and budgets.
- The candidate will play a key role in recruitment for the team, advising on required vacancies and leading on the interview process.
- Where required assisting the team in a hands on capacity to ensure all required housekeeping is carried out.

Person Specification

The essential skills, knowledge and experience required are:

- Having managerial experience is essential, with previous experience of leading a team (ideally 2 years).
- Having good knowledge of hygiene and cleaning practices.
- Able to work well under pressure in a busy environment.
- The candidate must keep up to date with paperwork, With a strong administrative background in developing rotas.
- Complying with all legal requirements for health and hygiene.
- Due to location, it would be preferable the candidate have a driving license.



Other:

- The post will be based across our site at Dumfries House working within Dumfries House.
- Your working hours will be 37.5 hours per week
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure Scotland.

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: Monday 10th of November 2025 at 5pm.