

**GOODWOOD**

**The Role**

The **Live-In Housekeeper** will be part of the Richmond Family’s household staff working for the Duchess of Richmond.

**About us**

Nestled in the spectacular Sussex countryside, surrounded by mature parklands, and home to the Dukes of Richmond for centuries, Goodwood House combines the glamour of a great English country house with the warmth of a family home. Close by on the Goodwood Estate is Carnes Seat, the newly renovated four bedroom home of the Duchess of Richmond.

**Purpose of the role**

To work in a small household team providing full homemaking duties to the Duchess of Richmond and all guests.

**Key responsibilities**

* Look after and care for elderly but independent lady ensuring her needs are met. On occasions, this will include being able to tend to the needs of the Duchess on a personal level and checking in on her.
* Be a homemaker, ensuring the House is kept clean and tidy and finding ways to make it cosy and welcoming
* Be an integral part of the family and home
* Manage the laundry, bed linen and ironing for Her Grace and any guests
* Cook nutritious and healthy meals for Her Grace and any guests
* Help out with feeding the animals (chickens and dog) occasionally
* Be caring and sensitive to the needs of The Duchess and their visitors. The house becomes busier in school holidays when the grandchildren are staying for short periods
* Occasional child sitting during holidays
* Drive Her Grace to local appointments in emergencies
* Any other duties as requested by the Duchess

**What do you need to be successful?**

* A kind, caring and empathetic approach
* Previous caring experience desirable
* A flexible easy going manner with an ability to put people at ease
* Able to work happily with other staff
* Excellent laundry and cleaning skills
* A good telephone manner and ability to take comprehensive messages
* A good knowledge of nutrition and interest in a healthy diet
* Good knowledge of food hygiene
* An interest and enjoyment in the company of children, animals, countryside and being part of a family
* A good standard of spoken and written English
* Discretion and confidentiality regarding the Family and their affairs

**What else is important?**

* The role will include weekends, with two days off each week. Flexibility is required as occasional assistance may be needed at night. It is expected that the post holder will adopt a flexible approach to working hours when House guests are staying and over Christmas and Easter periods
* Excellent high standard adjoining live-in accommodation with separate entrance and wonderful views is provided. Utilities included. Telephone is at your own expense. No pets.
* Easy access to local city of Chichester with theatre, Cathedral and restaurants; beach and countryside; horseracing and motorsport. Easy reach to Brighton and London
* Given the rural location of Carnes Seat you will need your own transport. You will need a full driving licence and be confident to drive the Family’s car on an occasional basis
* You will need an enhanced up-to-date DBS (Disclosure and Barring Service) check.
* Must be a non-smoker