Residential Housekeeper

With live-in, overnight on-call fire safety responsibilities

Contract: 26 hours per week, flexible days, permanent

About the role

We are looking for a well-organised and flexible person to join our team. The Sharpham Trust is a registered charity caring for the historic Grade I-listed Sharpham House and Estate on the banks of the River Dart near to Totnes. At the heart of the Sharpham Trust ethos is our desire to build a more mindful, compassionate and environmentally sustainable world. We connect people with nature and foster mindfulness and well-being through our programme of retreats, mindfulness courses, public events, outdoor learning and the arts.

The Residential Housekeeper role is vital to the effective and smooth running of the organisation and our residential retreat venues. You will be responsible for maintaining a clean, comfortable, peaceful and welcoming environment for guests, facilitators and staff by undertaking the day-to-day operations of Sharpham House and The Coach House, under the guidance of the House Manager. You will liaise closely with the House Manager and Assistant House Managers as well as answering queries from our retreat leaders and the staff of external groups who hire the facilities.

You will work closely with our other House Assistants, to include being aware of Health & Safety, cleaning all areas, making up bedrooms, bathrooms, helping in both the Sharpham House and Coach House kitchens (to include preparing vegetables and washing up) and ensuring the smooth turn-over of both venues on changeover days.

Alongside housekeeping duties, you will be required to live and stay onsite overnight and be the designated person responsible for responding to the fire alarm in accordance with the Trust's established fire safety and emergency procedures.

About you

This is a role for someone who is well organised with excellent communication skills and the ability to work on their own initiative, as part of a small team. You will have previous experience in a housekeeping and residential role and able to manage multiple priorities and always achieve high standards. You will be a reliable, conscientious and calm individual who understands the importance of maintaining a safe residential environment while respecting the reflective atmosphere of a retreat. Flexibility and a sense of humour will be vital.

Sharpham is a values led organisation and an interest in the Trust's charitable work and mindfulness would be an advantage. Employees are able to access the Trust's programme of courses and retreats.

Application:
To apply, please complete our application form attached and return to admin@sharphamtrust.org

Closing Date: Friday 4th December 2026

Interviews: Wednesday 16th December 2026

Further Information:
Please see our website for further information.

Informal Enquiries
Before submitting an application, you may wish to discuss the post further by contacting Amy Ruewell, HR & Admin Manager: admin@sharphamtrust.org

Residential Housekeeper

With overnight on-call fire safety responsibilities

JOB DESCRIPTION

Job Title	**Residential Housekeeper**
Salary	**£26,227 (£18,184 pro rata) per annum + pension + holidays**
Working Hours	**26 hours per week**
Report to	**House Manager and Assistant House Managers**

Main Purpose of the Role:

The Residential Housekeeper is responsible for maintaining a clean, comfortable, peaceful and welcoming environment for guests, facilitators and staff at The Sharpham Trust.
Alongside housekeeping duties, the Residential Housekeeper will live on site in the designated staff flat and be the designated person responsible for responding to the fire alarm in accordance with the Trust's established fire safety and emergency procedures overnight.

Key Responsibilities

Overnight Fire Safety Responsibilities

- Live onsite and stay onsite overnight in the designated accommodation and remain available to respond calmly and effectively to the fire alarm
- Ensure that you can be alerted promptly when the fire alarm activates overnight
- Respond immediately to the alarm in accordance with the Trust's fire emergency plan
- Follow the prescribed procedure for communicating with our monitoring company and alerting the fire and rescue service where required whilst also initiating evacuation arrangements
- Follow arrangements and PEEP plans for those who may require additional assistance to evacuate
- Record alarm activations. False alarms, incidents in the fire panel logbook
- Provide a responsible and reassuring overnight presence for residential guests
- Security check of both the Sharpham House and Coach House each evening
- Comfortable in living in a flat situated within Sharpham House and being on call for the fire alarm overnight

Housekeeping responsibilities

- Cover breakfast and supper shifts
- Clean and prepare guest bedrooms, bathrooms and communal areas to a high standard
- Maintain meditation rooms, practice spaces and shared facilities with care and sensitivity
- Replenish towels, bedlinen and supplies as required

- Prepare bedrooms and communal areas for retreat arrivals and ensure all accommodation is ready for incoming retreats
- Monitor cleaning supplies and report maintenance issues, damage or potential hazards
- Keeping all areas of both venues including all toilets, clean and tidy. This includes washing, dusting, polishing, mopping, vacuum cleaning and sweeping as appropriate
- Keeping linen cupboards tidy and putting away clean linen. Changing bed linen on beds when required and packing up ready for collection by external laundry company
- Ensuring that all cleaning equipment/materials are maintained in a safe, clean and efficient working condition. Reporting to House Manager any faults
- Notify the House Manager of any replacement materials or equipment needed for the satisfactory performance of the duties
- Wear protective clothing (PPE) when it is needed
- Preparation of the venues and bedrooms for group arrivals ensuring users have a positive, safe, welcoming and rewarding visit for the residential and non-residential groups
- Supervising groups and cooks when Manager is not present
- Full awareness of the current 14 allergens (training will be provided)
- Liaise with House Manager and other House Assistants with requirements of various residential and non-residential groups.
- Make sure food hygiene standards and safety procedures are always followed.
- Liaise with caretaker & HR & Admin Manager with regard to maintenance & repairs in the absence of the House Manager.
- Be available to work during open weekends & public events and be flexible in your working hours.
- Prepare and maintain the high standard of the Bathing House and Boat House for guests arriving.
-

Person Specification

	Essential	**Desirable**
QUALIFICATIONS	Food Hygiene Level 2	First Aid Manual Handling
EXPERIENCE	Housekeeping for a residential property in a similar style building	Residential responsibilities
SKILLS AND KNOWLEDGE	Customer service skills	Vegetarian cooking Knowledge of allergens
OTHER	Ability to use own initiative as well as understanding the need for clear verbal communication between colleagues. Understanding and relating to the Trust's ethos. Driving licence/own transport Ability to stay calm under pressure	Awareness of retreats and what they entail

Internal & External Communications

House Manager, House Assistants, Gardeners, Cooks, Caretaker, Visiting Groups

Hours/Shift Pattern:

The Residential Housekeeper, as part of their role, will be living onsite in the staff flat at Sharpham House – no rent will be payable, but an agreement will need to be signed.

Sharpham Trust will provide appropriate induction and training in fire safety, alarm response, evacuation procedures, emergency communications and relevant H&S requirements.

Housekeeping hours:

26 hours per week housekeeping (hours will be flexible depending on the demand in the venues, including some breakfast shifts and some evening shifts and some weekend work). Half an hour unpaid break when working 6 hours or more. Housekeeping shifts are 6.5 hours per shift.

Core housekeeping hours ranging from 7am to 8pm.

Fire Alarm Cover:

You must be onsite from 8pm to 7am for overnight cover for 5 out of 7 nights per week on a rostered basis.

One full weekend off per month which will be rostered in.

Annual leave – 171.5 hours per annum

All bills are included in this role bar internet and food.

AGREEMENT:

Job Holder's signature: _____

Date: _____

Director's signature: _____

Date: _____

OBLIGATIONS:

This job description is subject to the Policies and Procedures of the Sharpham Trust and all staff is required to acquaint themselves with those applicable to this post. This job description will be subject to review and amended to meet the changing needs of the Charitable Trust.

Under the Health & Safety at Work Act 1974, the Company has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation. There is a written statement on general policy regarding Health & Safety at work. Your attention is particularly drawn to this policy and you must make yourself aware of its contents.

This job description is subject to the Terms and Conditions of service of the Charitable Trust.

EQUALITY & DIVERSITY
We recognise the positive value of diversity, promoting equity and celebrating inclusion. We welcome and encourage job applications from people of all backgrounds.