
Westminster Abbey



Conservation Housekeeper

Job description and person specification



Job description

JOB TITLE: Conservation Housekeeper

DEPARTMENT: Works (Conservation Team)

POST REPORTS TO: Head Conservator

JOB SUMMARY: To care for designated parts of the Abbey, its precincts and the Queen's Diamond Jubilee Galleries using appropriate conservation housekeeping techniques.

BACKGROUND: Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey, comprising approximately 300 employees and a greater number of volunteers.

MAIN DUTIES AND RESPONSIBILITIES:

Operational Duties

- To carry out conservation housekeeping within the Abbey, precincts and the Queen's Diamond Jubilee Galleries, as directed by the Conservators
- To visually check and log change or damage to the historic fabric in your care through routine monitoring, e.g., deterioration, accidental damage or insect pest activity
- To maintain work equipment
- To communicate in a friendly and professional way with staff and visitors alike
- Be a member of the WA Salvage Team

Health & Safety

- Work to Health and Safety standards including using and maintaining appropriate Personal Protective Equipment (PPE)
 - To understand and comply with COSHH assessments for materials used, be familiar with the relevant material safety data sheets (MSDS) and ensure the relevant safety equipment is used and the necessary precautions taken
 - To be aware of health and safety of yourself and others at all times, paying particular attention to how your work may affect others.
 - The role is uniformed and will require the post holder to abide by the Abbey's uniform guidelines whilst on duty
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Person specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post.

Qualification/Training

- Commitment to continued professional development

Knowledge/Skills

- An understanding of conservation housekeeping practices
- Good attention to detail
- Good communication skills
- Able to work effectively as a member of a team
- Able to work with flexibility within a highly structured (but changing) timetable in a busy working Church and popular tourist attraction
- Able to work at heights including the use of stepladders and mobile scaffolding
- An understanding of, and respect for, the mission and values of Westminster Abbey
- Commitment to learning new housekeeping techniques under the direction of the Conservators
- Commitment to maintaining Health and Safety standards

Experience

- Experience in a similar role, such as conservation housekeeper or housekeeper, house steward, collection care assistant
- Experience of using mobile scaffolding (desirable)

Attributes

- Interest in the built heritage and enthusiasm for the care of historic buildings
- To be organised, self-motivated and diligent
- An appreciation of the importance of the Abbey and its historic collection
- Sensitivity to the ethos of the Church and an ability to work within its community
- Maintain a calm and friendly approach towards visitors and colleagues at all times

This job profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires a basic level criminal record check.