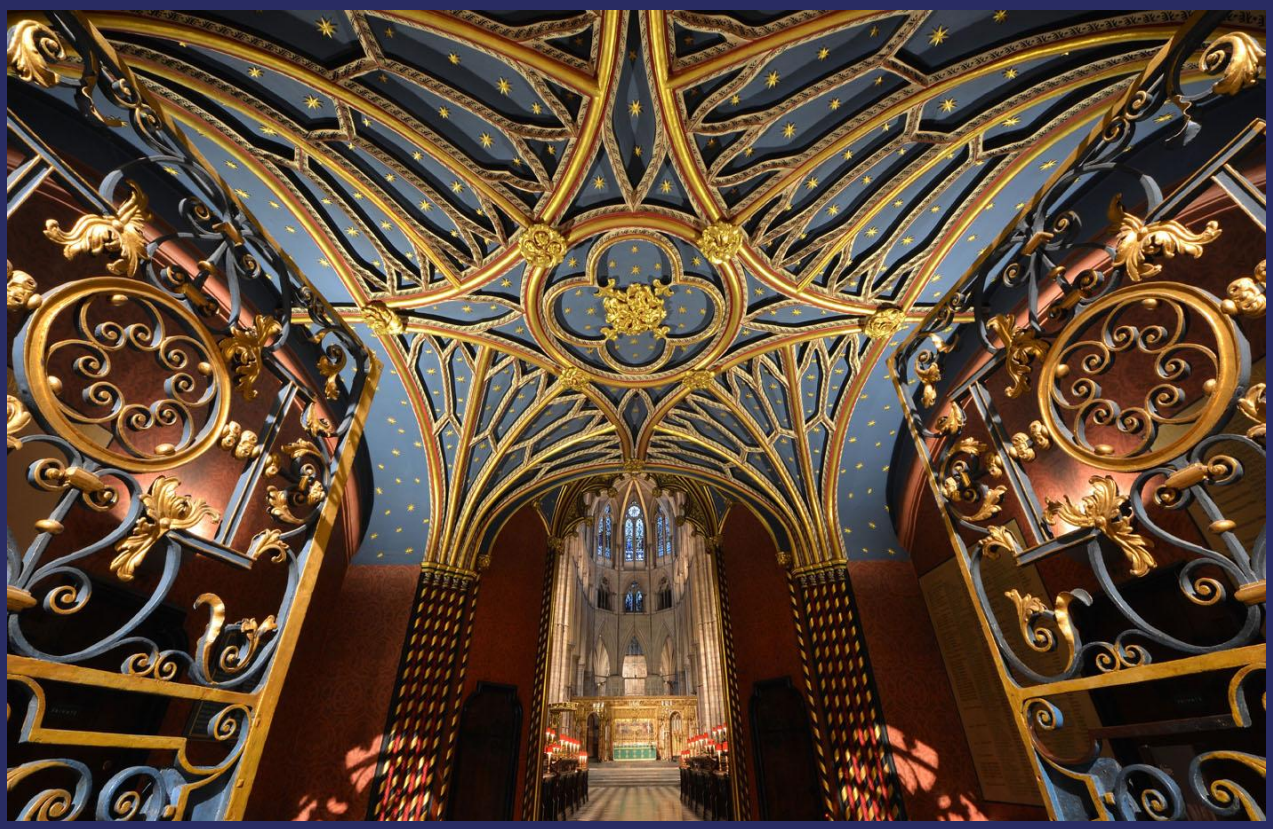
Westminster Abbey

Conservation Housekeeper

Job description and person specification



Job description

JOB TITLE: Conservation Housekeeper

DEPARTMENT: Works - Conservation

POST REPORTS TO: Head of Conservation

KEY RELATIONSHIPS: Conservation Team, Visitor Experience Team, Vergers

JOB SUMMARY: To keep the historic interiors and contents of Westminster Abbey including the Queen's Diamond Jubilee Galleries, clean and tidy. To use appropriate conservation housekeeping techniques and follow conservation housekeeping guidelines. Assist the conservators with regular verbal condition and Integrated pest management updates

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 around 360 employees and a similar number of volunteers.

MAIN DUTIES AND RESPONSIBILITIES

- To undertake conservation housekeeping in the historic interiors and exteriors including specialist cleaning of painted and gilded surfaces, historic stonework, woodwork, monuments, carvings, historic floors, and other decorative features
- To use conservation-grade cleaning materials to prevent damage to historic surfaces as directed by Head Conservator
- To ensure cleaning methods and materials used are appropriate to the historic environment by attending regular in-house training sessions
- To undertake conservation housekeeping to the historic object collection, including the
    - objects on display in the Queen's Diamond Jubilee Galleries
    - objects in storage
    - objects used in the liturgy
- To undertake training required by Head Conservator and undergo regular training updates in conservation housekeeping techniques bespoke to Westminster Abbey
- To undertake duties following the bespoke housekeeping rotas
- To undertake conservation housekeeping, working at height
- To undertake one-off deep cleans in historic areas as directed by Head Conservator

- To clean non-collection objects such as display cases, signage, druggets and barriers in historic interiors
- To support preventive conservation team to clean specific non-historic areas, e.g. the Weston Tower
- To assist the Preventive Conservator (in-house training provided) with the Integrated Pest Management plan, and under instruction re-site and collect insect traps in designated areas
- Give regular verbal feedback to the conservators on housekeeping and visitor impact
- To visually monitor and report to the conservators any change or damage to the historic fabric in your care through routine checking
- To support the conservators with the moving and packing of historic objects when required
- Attend monthly team meetings
- Set up mobile scaffold units (training to be provided) to enable housekeeping work at height
- Work respectfully around services, events, and private worship, ensuring minimal disruption
- To ensure all cleaning equipment is regularly maintained in a safe and clean working condition, and to keep work areas tidy
- To communicate in a friendly and professional way with staff and visitors alike
- To be a member of the Westminster Abbey 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 all necessary precautions taken
- At all times to be aware of the health and safety of yourself and others, paying particular attention to how your work may affect others. PPE must be worn on tasks when specified.
- To be aware of and comply with work at height regulations 2005 and work at height training provided by Westminster Abbey
- The role is uniformed and will be provided by Westminster Abbey

Please note the above duties are not intended to be an exhaustive list. You may be required to undertake other duties that are appropriate to your role and pay band, as agreed with your line manager.

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

- Literacy to level required for fulfilling duties (reading and applying policies, regulations, COSHH requirements, instructions on equipment and materials etc.)

Knowledge/Skills

- An understanding of conservation housekeeping practices
- Attention to detail with an eye for good presentation
- Good communication skills with excellent spoken English
- Able to work with flexibility within a tightly structured (but changing) timetable in a busy working Church and popular tourist attraction
- Able to work at all heights including the use of stepladders and scaffolding
- Commitment to Health and Safety standards
- Respect and sensitivity for the challenges of conservation housekeeping in a working church and major London tourist attraction
- An appreciation of the importance of the Abbey and its collection
- An understanding of, and respect for, the mission and values of Westminster Abbey
- Willingness to learn new housekeeping techniques under the direction of the Conservators

Experience

- Experience in a similar role such as Heritage Cleaner, Housekeeper, Collection Care Assistant within a heritage organisation.
- Experience of using mobile scaffolding

Attributes

- An understanding of, and respect for, the mission and values of Westminster Abbey
- Willingness to learn new housekeeping techniques under the direction of the Conservators
- Able to work effectively as a member of a team
- Always maintain a calm and friendly approach towards visitors and colleagues
- To be organized, self-motivated and diligent
- Enthusiasm for the care of historic buildings

- An ability to work flexible hours (when needed)

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 <u>Basic</u> level criminal record check.