St Swithun Wells Parish, Eastleigh

Housekeeper – 5.5 hours per week

Salary £3,846.70 per annum (£13.45 per hour)

The parish of St Swithun Wells, Eastleigh, is seeking to appoint a part-time Housekeeper to work 5.5 hours per week, working at the Parish House, Holy Cross, 53 Leigh Road, Eastleigh, SO50 9DF. **Role purpose: Preparing and cooking meals for priests, Cleaning some parts of the house.**

Hours of work: part time 5.5 hours per week, ideally Tuesday & Friday mornings with flexibility to suit, which can be negotiated at interview.

Experience and qualifications required for role:

- No formal qualifications are required but general housekeeping experience and ability to prepare and cook food hygienically

Personal attributes:

- Reliable
- Flexible and professional approach
- Tact and discretion, respect confidentiality in the Presbytery
- Motivated, able to work on own initiative
- High integrity with good communication skills
- Sympathetic to the ministry and mission of the Catholic Church

For more details about the role, please click the link below to the Job Description.

To apply: Please send a CV and covering letter outlining your relevant experience and reasons for applying for the role to HR at recruitment@portsmouthdiocese.org.uk.

Or please call into St Swithun Wells Parish Office, at Holy Cross, 53 Leigh Road, Eastleigh, SO50 9DF for an application form.

Closing date for applications: 6th December 2026 at 10pm. Early applications are advised, as we may close this advertisement before the closing date stated.