# Housekeeper (St Swithun Wells, Eastleigh Area)

## Job Description

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| **Job Title** | Housekeeper |
| **Department** | St Swithun Wells, Eastleigh |
| **Reports To** | Parish Priest |
| **Number of Reports** | 0 |
| **Contract Type** | Permanent |
| **Hours of Work** | 5.5 |
| **Location** | Parish House, 53 Leigh Road, Eastleigh, Hants SOSO 9DF |
| **Travel Requirement** | Occasional travel to other sites or locations may be required. |

### 1. Overall Job Purpose

The postholder is expected to be reliable, flexible and have a 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.

The postholder is expected to foster a professional, welcoming, and efficient parish environment for parishioners, volunteers, and visitors.

The Catholic Diocese of Portsmouth is a registered charity. Employees working in parishes are formally employed by the Diocese of Portsmouth and must comply with all diocesan policies and procedures, as well as those related to local arrangements specifically authorised by the Parish Priest.

### 2. Key Internal and External Relationships

- Parish Priest
- Parishioners and visitors
- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance)

## 3. Main Duties

- Shopping for household items including food
- Preparing and cooking meals for priests
- Cleaning and tidying up after preparation of meals
- Cleaning some parts of the house

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## 4. Professionalism and values

- Uphold and promote the ethos and values of the Catholic Church.
- Work collaboratively with the Parish Administrator and other key members of the parish to ensure the Parish Priest is effectively supported.
- Foster a welcoming and professional parish environment for clergy.
- Maintain confidentiality and discretion.

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# Housekeeper

## Person Specification

| Essential Competence, Expertise and Knowledge: | |
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| **Essential** | • Tact and discretion; ability to communicate and go on with clerics & respect confidentially in the presbytery.<br>• Flexible approach; able to work on own initiative |
| **Desirable** | • General housekeeping experience; ability to prepare and cook food hygienically. |

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| **How 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. |

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| **Date of Completion of Job Description:** | 18/11/2026 |
| **Job Description Author:** | Amber Sochor |