



THEODORE
HOUSE
Stonyhurst

Guest and Domestic Administrator

Theodore House operates the residential and conference facilities belonging to the Christian Heritage Centre at Stonyhurst charity, offering these to third parties on a commercial basis outside the charity's events.

Theodore House offers ad hoc bed and breakfast accommodation, meeting and conference facilities, catering and a combination of all three for groups running their own residential retreats or events.

The company is looking for an energetic and reliable Administrator to play a key part under its Business Manager in ensuring the smooth operation of Theodore House and the delivery of a quality service for guests.

Key tasks and responsibilities:

- To provide general hospitality and a checking in service for guests
- To manage admin related to B&B guest bookings and booking.com
- To prepare room allocation and cleaning schedules
- To assist with Health and Safety compliance
- To monitor and control stock of domestic supplies
- To perform any other administrative or hospitality tasks, as directed by the Business Manager

Skills and experience:

The following skills and experience are essential or desirable to the role:

- a good level of IT literacy, competent with Office and email functions and able to learn the use of new software or platforms readily (essential)
- excellent communication skills, both written and verbal, essential for both outward-facing and internal elements of the job
- good mathematical and numerical competency, essential for administrating invoices and basic financial tasks
- willingness to learn new procedures, such as risk assessments – training to be provided as necessary
- (desirable) proven experience in similar administrative or hospitality roles

Tel. 01254 827263 Email: manager@theodorehouse.com
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UK Registered company no: 10734432



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Personal attributes:

The successful candidate should:

- have an interest in working in a faith-based environment
- be an effective multi-tasker
- be highly organised and self-disciplined
- be capable of working under pressure when necessary
- be committed to both team and unsupervised work
- have a rigorous approach and attention to detail
- be highly personable with a welcoming disposition

Hours:

This is a full-time role. Flexibility will be required with availability to work occasional weekends or part weekends in lieu of weekdays.

Negotiation for less hours possible for the right candidate.

Work location:

Theodore House, Stonyhurst, Lancashire, with some remote working possible.

Reporting:

The Administrator will report to the Business Manager.

Contract:

Initially for 1 year, with a 6-month probationary period.

Salary:

£22,500-25,000, dependent upon experience.

Contact: manager@theodorehouse.com