



LEEDS PLAY HOUSE

HOUSEKEEPER (16 HOURS)

Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



**THE LIZ & TERRY BRAMALL
FOUNDATION**



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

THIS **SHORT FILM** WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

leedsplayhouse.org.uk

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WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. We are an award-winning cultural hub, a place where people come together to share stories, spark creativity and experience world-class theatre in the heart of Yorkshire.

At the heart of our purpose is a belief in the transformative power of theatre. We are driven by a social mission – to create work that speaks directly to the people of Leeds, reflects their lives, and opens up new possibilities for everyone who calls this city home. Our productions, projects and partnerships are rooted in the belief that culture should be accessible to all, and that theatre can be a catalyst for change.

The Playhouse has a proud history of inclusive practice, community connection and civic responsibility. We work closely with people across our region to ensure our work is representative, relevant and resonant. Our commitment to inclusivity is embedded in everything we do, from our artistic programme to our participation work and building design.

This warm, open approach has been recognised nationally. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre** at the **UK Theatre Awards**, a testament to our commitment to creating an accessible, inclusive and creative space at the heart of the Leeds City Region. Our productions continue to receive national acclaim, including the Olivier-nominated *Animal Farm*. For three consecutive years, Playhouse performers have won **Best Performer in a Musical**, and in 2024 our production of *Oliver!* was named **Best Musical**.



THE ROLE

We are looking to hire a new housekeeper to join the team, on a 16-hour a week, permanent contract.

As part of the Housekeeping team your role is to ensure a safe and welcoming environment for all visitors to the Playhouse by providing and maintaining high standards of cleanliness and tidiness in both the public areas and back of house.

Working closely with the Front of House and Security teams, Housekeepers report to the Building Operations and Facilities Manager with support from the Housekeeping Supervisor.

The Playhouse operate their activity from their two main buildings, close by to each other, and this role will be responsible for the delivery of the cleaning of all these spaces, looking after set areas on a regular rotational basis, as set out by the Housekeeping Supervisor.

We're seeking people who share our values. You will be proactive, with a great attention to detail and love interacting with people from a wide cross section of society. Great service and great quality output will be the cornerstone of your daily working life, setting the bar high, whilst achieving a consistent result.

You will have experience in housekeeping and be proactive and practical in your approach to your work. You will be a team player that supports your team and encourages a culture of support, honesty, inclusion and improvement.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

OPERATIONAL

- Clean and tidy spaces as needed and agreed, to include but not limited to vacuuming, dusting, mopping, cleaning windows and scouring bathrooms and disinfection of surfaces, as per building needs.
- Follow detailed cleaning schedules, carrying out specific tasks on a daily, weekly and monthly basis.
- Take a leading role in overseeing the presentation of the public areas and communal staff areas, ensuring the highest standards are always maintained throughout the day.
- Deal with internal feedback proactively, confidently, effectively, and appropriately.
- Feedback on any maintenance related issues to the maintenance team.
- From time to time, assist the Facilities Operative with room set ups.
- Inform the Security Operatives of any security related issues.
- Report any safety, hazards, accidents, or injuries.
- Speak with others using clear and professional language.
- Assist with the induction of new staff, to ensure all staff meet the required standards of the Playhouse.
- To assist in the maintaining of a safe, warm, friendly, and inclusive working environment where all feel welcome and can be their best selves and flourish.
- Support a diverse and inclusive culture.

LEGISLATION AND POLICIES

- To report maintenance faults directly to the Maintenance team via email or directly if urgent.
- Assist the Buildings Operations and Facilities Manager in overseeing and ensuring compliance with health and safety regulations, COSHH and other relevant regulations and policies, ensuring staff are appropriately trained and following agreed procedures and best practice.

- Be proactive in asserting relevant Playhouse policies, such as our plan for change, environmental, equal opportunities etc. and supporting access and inclusion at the Playhouse.

GENERAL RESPONSIBILITIES

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to the Housekeeping team in particular and the Playhouse as a whole.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.
- To be willing to undertake training and development as required.

ANY OTHER DUTIES

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

KEY RELATIONSHIPS

The role of Housekeeper is part of the Building Operations and Facilities department.

You will be line managed by the Building Operations and Facilities Manager and work closely with the Assistant Manager and the Housekeeping Supervisor.

KEY INTERNAL RELATIONSHIPS

- Building Operations and Facilities Manager
- Building Operations and Facilities Assistant Manager
- Housekeeping Supervisor
- Other Housekeeping team members
- Food and Beverage team
- Security Operatives
- Facilities Operative
- Front of House team
- Box Office team
- Maintenance Team

KEY EXTERNAL RELATIONSHIPS

- Building users

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

If you do not demonstrate that you meet all these criteria, you may not be shortlisted.

- Experience in housekeeping duties.
- A keen ability to focus on detail and a genuine interest in working with people and providing a good outcome/service to the customer.
- To work to high standards.
- Calm and professional manner.
- To be able to work independently.
- Customer-orientated and service-minded.
- Be able to work unsociable hours.
- First Aid Certificate or a willingness to be trained.
- Commitment to access and inclusion, and to working in an anti-racist organisation.

DESIRABLE REQUIREMENTS

If we need to choose between candidates who meet the essential criteria, we may take these factors into account:

- Substantial professional experience in housekeeping.
- A working understanding and Health & Safety and COSHH.
- To be able to speak in British Sign Language (BSL).
- An appreciation for theatre or performing arts.
- An interest in environmental issues and their solutions.

EMPLOYMENT TERMS SUMMARY

CONTRACT

Permanent, part-time contract.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of probation period

SALARY

£10,159 per year based on 16 hours per week. Full-time equivalent salary is £22,222.

HOURS

Part-time of 16 hours per week, usually across 4 days between Monday to Saturday. Predominately working 6.30am to 10.30/11.30am, with occasional afternoon/evening shifts when required. Shifts are on a rota basis to be agree in line with building needs.

There may be occasions when you are required to work outside the normal hours outlined. You are entitled to be paid overtime in line with the overtime policy in effect in your department.

PROBATIONARY PERIOD

8 weeks.

NOTICE PERIOD

4 weeks. 1 week during probation period.

LOCATION OF WORK

Your main places of work will be Leeds Playhouse (LS2 7UP) and Playhouse 2 Building (LS9 8AH). You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.



BENEFITS

PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution.

HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service.

BENEFITS

- 2 paid wellbeing days a year.
- Free employee assistance service.
- Corporate gym and swimming discount.
- Staff ticket discount.
- Staff discount in Playhouse food and drink outlets.
- Inhouse counselling services with a BACP counselling professional on site (by referral).
- Voluntary Cash Health Plan (optional).

leedsplayhouse.org.uk

[f](#) [@leedsplayhouse](#)

HOW TO APPLY

TO FIND OUT MORE,
PLEASE CONTACT
LEE BAINBRIDGE AT
lee.bainbridge@leedsplayhouse.org.uk.

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Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse takes safeguarding seriously, and operates an environment where all staff are expected to report any concerns about children, young people or adults at risk, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman looking at a smartphone together at night. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at the phone. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding a glass of beer. The background is dark with some blue lights. A large, semi-transparent orange shape is on the left side of the image.

THANK YOU

FIND US AT

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Quarry Hill, Leeds LS2 7UP
leedsplayhouse.org.uk
0113 213 7700