

Employment Brief: Live-In Couple – Mother's Helper/Personal Assistant & Estate Manager

Overview

A private, professional family is seeking an experienced and dedicated **live-in (in a separate cottage on the estate) couple** to provide comprehensive support for their home and estate. One partner will serve as a **Mother's Helper/Personal Assistant**, while the other takes on the role of **Estate Manager**, including property care, pet care (when owners are away), gardening, driving and hospitality. This is a long-term position ideal for a capable, proactive couple who values stability, discretion, and high standards of service.

Accommodation

The couple will reside in a **private, fully furnished cottage** located on the estate. The cottage is self-contained with a kitchen, living space, bathroom, two bedrooms, and outdoor area. All utilities are included, and privacy is respected while ensuring availability when needed.

Position Details

- **Location:** Henley on Thames
 - **Start Date:** 1st October 2025
 - **Type:** Full-Time, Live-In
 - **Schedule:** 5–6 days/week, with flexibility for occasional evenings/weekends
 - **Salary:** Competitive, based on experience
 - **Benefits:** Paid holiday, private accommodation, utilities.
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Key Responsibilities

Mother's Helper / Personal Assistant (Partner 1)

- Assist the mother with day-to-day childcare and household routines
- Support children's schedules (school run driving and pick up, clubs, playdates, etc.)
- Prepare healthy meals/snacks for children; occasional family cooking
- Coordinate family calendar, appointments, and travel logistics
- Handle errands, returns, and administrative tasks
- Oversee guest preparations, including room setup and welcome services
- Organize supplies, and household storage
- Provide warm, attentive care and discretion in a family-oriented environment
- Occasional overnight stays within the house as proxy parents in employers are away.

Estate Manager (Partner 2)

- Manage daily operations of the estate (house, garden, outbuildings, vehicles)
- Supervision of estate gardener and assistance with work on the large walled vegetable gardening and routine gardening: lawn care, weeding, borders, watering, light landscaping
- Supervise vendors, tradespeople, and contractors
- Conduct and coordinate minor repairs and maintenance
- Ensure vehicles are clean, and serviced. Mechanical experience would be useful.
- Care for pets: feeding, walking, vet visits, grooming coordination (when necessary)
- Provide support for parties, entertaining, and occasional in-home catering
- Feeding and care of estate livestock of chickens and ducks.
- Maintain a clean, well-run estate inside and out
- Responsibility for estate security such as alarms, cameras etc.
- Occasional driving responsibilities.
- Dealing with tenants and tenanted properties on the estate and the maintenance thereof.

Hospitality & Entertaining

Both roles include responsibilities in:

- Planning and preparing for house guests (bedrooms, meals, logistics)
- Assisting with or coordinating informal entertaining and small events
- Serving and hosting during family gatherings, parties, and dinners
- Ensuring a high standard of presentation and service for all guests

Ideal Couple Profile

- Previous experience working together in a private home or estate preferred but not necessary.
- Discreet, respectful, service-minded and ‘can do’ attitude.
- Excellent childcare experience and affinity with children
- Confident in hosting and catering support
- Competent in gardening, DIY, and property care
- Strong communication, initiative, and organizational skills
- Pet-friendly and comfortable with dogs or other animals
- Fluent English; other languages a plus
- Both must have the legal right to work in the UK.
- Clean driving licenses for both
- A sense of humour and love of nature.

The household environment

The estate is a thousand-year-old Manor house with 30 acres outside Henley on Thames. It contains an additional three cottages (one for accommodation, one is rented and a further house is occupied by the owner's elderly parents). The family consist of the owners, husband and wife and their three young daughters (7-12 years of age). There are two dogs, chickens, ducks on the lake and occasional sheep in the paddock.

Compensation & Benefits

- Competitive joint salary
 - Private, fully furnished cottage (utilities included)
 - Paid time off and holiday allowance
 - Professional, respectful household environment
 - Opportunity for long-term, stable employment
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To Apply

Please send:

- A joint cover letter outlining your experience and interest in the position
- CVs for both individuals
- Contact details for two professional references

Submit applications to: gigi@harpsdencourt.co.uk