

PART-TIME LIVE-OUT HOUSE MANAGER

GLASGOW SOUTHSIDE | SCOTLAND | GB

Salary: £20 – £30 per hour

PHS Job 3582

A highly private professional family based in one of Glasgow's desirable residential districts is seeking a proactive, calm and exceptionally organised House Manager to take ownership of the smooth day-to-day operation of their home. The surrounding area is known for its attractive residential character, leafy setting, excellent local amenities and convenient access to the city. The principals have demanding and changeable professional schedules and are therefore looking for a trusted individual who will quietly identify priorities, remove friction and ensure that the household runs efficiently without requiring close supervision or a daily list of instructions.

The family occupies a beautifully presented, secure, and thoughtfully designed private residence, finished to a high standard and offering well-planned living accommodation, private outdoor space and modern household systems. The property is refined and comfortable rather than formal or estate-like, making it an appealing environment in which to work. Its high-quality interiors, specialist finishes and evolving requirements call for confident operational oversight, careful coordination and consistently discreet attention.

The House Manager will be hands-on in the sense of taking practical ownership, completing errands, resetting the household where necessary and ensuring that agreed standards are maintained. The principal focus will be household organisation, maintenance, supplier and contractor coordination, procurement, budgeting, scheduling, stock control and the anticipation of practical needs.

The household is supported by a small network of established domestic and specialist service providers. The structure may develop over time to include additional household support. The successful candidate should be comfortable coordinating existing providers, assisting with the recruitment and onboarding of future staff where required, and creating clear routines that allow everyone to work effectively while protecting the principals' privacy and personal space.

There are two larger lovely dogs at the property, and the House Manager should be comfortable providing light practical support when required, such as feeding, garden access and coordination of walking, veterinary or travel arrangements. Formal childcare is not part of the position, although the candidate should be considerate, adaptable and able to support the household as family requirements evolve.

The principals value quiet competence over visible busyness. The ideal House Manager will know when to take initiative, when to communicate and when to give the family space. They will be discreet, warm but professional, tech-confident and able to translate a busy

household into simple, dependable systems. Driving is essential, and the successful candidate will need their own reliable vehicle; secure on-site parking is available.

The appointment will initially be part-time and live-out, with approximately 25–30 hours worked across no more than four days per week. The family is open to a professionally recommended schedule and may be able to offer full-time hours, a broader package or live-in accommodation in the future for an exceptional long-term candidate.

Perfect Household Staff has been proudly placing accomplished House Managers and private domestic professionals with discerning families across the United Kingdom and internationally for over 15 years. As one of the UK's leading boutique domestic staffing agencies, we specialise in sourcing highly capable professionals for private household appointments requiring discretion, trust and exceptional standards.

Only applicants with a valid right to work in the United Kingdom will be considered for this position.

Position Details

Type: Part-Time, initial 12-month engagement, Live-Out

Engagement Basis: Initial 12-month part-time employment (self-employed) with further consideration of permanent employment for an ideal candidate

Working Days: Up to four days per week; schedule flexible and to be agreed

Working Hours: Approximately 25–30 hours per week

Language: Excellent spoken and written English; an additional language would be welcomed

Children: First child expected; no formal childcare duties at the outset

Pets: Two large dogs; basic practical pet support required

Driving: Essential; confident driver with a full licence and own reliable vehicle

Travel: Potential occasional travel; reasonable agreed travel costs covered

Dress Code: Smart-casual, polished, and professional (no formal uniforms required)

Salary: £20–£30 per hour, depending on experience, hours and agreed responsibilities

Location: Glasgow Southside, Scotland

Starting Date: As soon as possible

Duties and Responsibilities

- Taking day-to-day responsibility for the smooth, discreet and efficient running of the residence.
- Establishing practical household routines, calendars, inventories and digital systems.
- Anticipating household requirements, resolving routine issues independently and keeping the principals appropriately informed.
- Managing contractors, suppliers and maintenance providers, including quotations, access, scheduling and completion of works.

- Liaising with project managers and other professionals during refurbishment or improvement projects.
- Coordinating regular service providers and any future household staff, including onboarding and maintaining clear standards.
- Managing household supplies, groceries, pet provisions, online orders, returns, errands and local sourcing.
- Overseeing agreed household expenditure, invoices and records with accuracy and cost awareness.
- Maintaining organised storage, wardrobes and household systems, including dry cleaning and seasonal rotation.
- Preparing the residence for the principals' schedules, guests, travel and occasional private entertaining.
- Providing practical support with the dogs, occasional driving and other reasonable household requirements as agreed.
- Maintaining complete discretion and confidentiality regarding the household, businesses, schedules and security arrangements.

Minimum Requirements

- Proven experience in private-household management, luxury hospitality, private PA support, estate coordination or a similarly trusted service environment.
- A strong record of bringing structure, calm and efficiency to a busy household or complex private setting.
- Excellent spoken and written English
- Confident experience managing contractors, suppliers, maintenance and household service providers.
- Excellent organisation, prioritisation, communication and problem-solving skills.
- A proactive, anticipatory approach, with sound judgement and the ability to work independently.
- Good financial awareness, including experience with household expenditure, invoices, stock and basic budgets.
- Strong digital confidence, including calendars, task-management systems, online shopping, spreadsheets and household records.
- A full driving licence, substantial driving experience and access to a reliable, appropriately insured vehicle.
- Comfortable around large dogs, with a calm, discreet, trustworthy and professional manner.
- Valid UK right to work, strong professional references and a current DBS certificate or willingness to obtain one.