



The Royal Coronation

Order of the day

The Coronation of The King and The Queen Consort will take place at Westminster Abbey on Saturday 6th May 2023.

The Service will be conducted by the Archbishop of Canterbury and will reflect the Monarch's role today and look towards the future, while being rooted in longstanding traditions and pageantry.

Their Majesties will arrive at Westminster Abbey in procession from Buckingham Palace, known as 'The King's Procession'.

Celebrations

The Coronation will be marked with events across the country and a concert at Windsor Castle. Their Majesties want to encourage people to spend the Coronation Weekend celebrating with friends, families and their communities.

Job of The Week

Working within the Royal Household

With the Royal Household, everyday jobs become exceptional. This is because, whatever their role and whichever department they're in, our people are part of something remarkable. They provide invaluable support to the Royal Family - enabling them to fulfil their duties and serve the nation. And, working in magnificent and historic surroundings, they're inspired to deliver to a higher standard.

Click on the links below to meet some of the people that work within the Royal Household...

- [Emma, Head of Digital Engagement](#)
- [Brian, Visitor Operations Assistant](#)
- [Yasmin, HR Advisor](#)
- [Daniel, Deputy Sergeant Footman](#)
- [Kate, Senior Curator of Prints and Drawings](#)
- [Ross, Liveried Helper](#)
- [Mark, Head of IT Service Delivery](#)
- [Kathryn, Royal Pastry Chef](#)
- [Oliver, Exhibitions Assistant](#)
- [Morayo, Retail Manager](#)

Alongside the roles you may expect, you'll find everything from HR, Finance and IT professionals to Engineers, Curators and Chefs. They all work as one towards a shared and unique purpose.

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Senior Conservator (Archives, Manuscripts and Books)

About the role within the Royal Household

With over 220,000 books and manuscripts dating from the 4th century BCE to the 21st century in the Royal Library, and 7 million historic documents in the Royal Archives, the size and breadth of the collections offer a truly unique working environment.

[Click here to view the
Current Vacancy at the Royal
Household](#)

You will need...

- A post-graduate qualification in Paper and Book Conservation (or equivalent experience)
- Substantial experience in the conservation of bound manuscripts, rare books, archival documents and albums as well as the structures, materials and styles of historic bindings
- Be familiar with the conservation issues and challenges of working with rare books and manuscripts in historic buildings
- To be highly organised
- Have good IT skills
- To be an effective communicator in order to build relationships with internal and external stakeholders
- To take a logical and systematic approach to problem solving
- To be able to work through challenges and find solutions
- To enjoy learning from and working as part of a team to deliver exceptional results in an extraordinary environment.

Starting Salary
£35,000 – £37,000

Working hours
37.5 per week

Assistant Correspondence Officer

About the role within the Royal Household

Thousands of letters addressed to The Monarch and Royal Family are received every year. Working as part of the Correspondence team, your challenge will be to ensure that each one receives a timely and well composed response.

Every day you will respond to letters sent by the public regarding social, community and national matters, drafting bespoke responses to answer varying and often unique queries.

[Click here to view the Current Vacancy at the Royal Household](#)

You will need...

- Previous administrative experience
- excellent written and verbal communication skills
- To be well organised in your approach in order to process large volumes of correspondence within tight deadlines
- To be proactive, with lots of initiative
- To be confident in drafting letters
- To have strong IT skills that you'll be able to adapt to using bespoke systems
- A keen eye for detail to work with faultless accuracy
- To enjoy working collaboratively with your team
- To have an interest in current affairs

Starting Salary

£23,500 per annum
plus benefits

Working hours

37.5 per week

Fire Surveillance Officer

You will need...

- Experience in a similar role, although this is not essential
- Willingness to learn new skills
- A proactive and team-focused approach
- A calm and logical approach to problem solving
- To be able to apply your knowledge to identify and address fire safety risks across multiple sites
- Strong interpersonal skills because you'll be working closely with a wide range of people
- To provide support to first aid incidents when needed
- Basic IT skills, and you'll ideally have experience of fire and/or security monitoring and access control systems
- Initiative and a pro-active attitude to deliver to the highest standards every day.

About the role within the Royal Household

Joining the professional and dedicated Fire Surveillance team at Windsor Castle, you'll provide a 24/7 fire surveillance service and support all aspects of fire safety across the Royal Household's Windsor Estate.

You'll monitor and respond to automatic fire detection systems, and carry out regular fire safety inspections and patrols, as well as act as the first-response in the event of a fire or out-of-hours property alert.

[Click here to view the Current Vacancy at the Royal Household](#)

Starting Salary

£12,000 per annum
plus benefits

Working hours

Part time
960 hours per annum

Art Handler

About the role within the Royal Household

As an Art Handler, you'll plan and co-ordinate the storage and movement of works of art within and between our various Royal residences and Galleries. Liaising with colleagues across the organisation, you'll schedule and carry out moves in line with our busy programme of loans and exhibitions, as well as the ongoing operations of working royal palaces. You'll make sure all items are stored, handled, packed, transported and installed correctly.

[Click here to view the Current Vacancy at the Royal Household](#)

You will need...

- Proven experience in art handling and looking to further develop your skills
- To have a good understanding of conservation requirements, as well as knowledge of methods of installing and transporting historic objects, and the materials and equipment required
- An organised and flexible approach
- To be adept in managing your time and prioritizing a varied workload in order to meet tight deadlines
- To be an effective communicator and enjoy collaborating with internal and external professionals
- Good manual handling knowledge
- A full UK driving license
- A good understanding of relevant IT programmes
- To be eager to expand the scope of your knowledge
- To be driven to maintain the very highest standards of care in all that you do.

Starting Salary
£28,500 - £30,000

Working hours
37.5 per week
Monday – Friday

Purchase Ledger Assistant

About the role within the Royal Household

As a Purchase Ledger Assistant, you'll join a team of professionals who are responsible for processing invoices for the entire organisation. You'll make sure every purchase ledger is processed correctly and within the agreed timescales, supporting the smooth daily operation of the Household. From day one you'll have responsibility for your own workload, be it coding invoices, reconciling statements or checking supplier details. Working as part of a team to meet deadlines will be critical to your success.

[Click here to view the
Current Vacancy at the Royal
Household](#)

You will need...

- A good working knowledge of accounting procedures
- Some experience of purchase ledger processing
- To ideally be studying for a professional accountancy qualification
- Maths and English GCSE (or equivalent)
- Sound IT skills
- A proactive, organised and detail focused approach to meet daily targets
- Excellent communication skills to build positive working relationships.
- A professional approach to customer service that is second-to-none
- To carry out your work with impeccable attention to detail and faultless accuracy.

Starting Salary
£24,000 - £25,000

Working hours
37.5 per week
Monday – Friday

Senior Gardener

You will need...

- A passion for horticulture, backed up with a relevant qualification such as HND, ND / NVQ 3 or RHS Level 3
- Previous experience carrying out cyclical maintenance for a high quality landscape garden
- excellent knowledge of lawn maintenance and cultivating a broad range of trees, shrubs and herbaceous plants
- To demonstrate a range of horticultural craft skills, and be well equipped to use the wide range of garden machinery including rotary machines and large mowers
- Excellent time management and organization skills
- An adaptable communication style and a collaborative approach to work
- Have some supervisory experience and will be keen to develop your skills to effectively lead a small team
- Lots of initiative and a creative eye, you'll also be keen to contribute new ideas for developing the gardens and grounds
- To take great pride in your work, delivering beautiful results in all you do.

About the role within the Royal Household

Our dedicated Gardens and Nursery team care for and present Windsor Castle Gardens and its surrounding areas to an exceptional standard. From day one, you'll take ownership of helping to deliver the annual plan of maintenance and work. Leading a small team, you'll organise and allocate daily tasks, as well carrying out work yourself, from all important lawn maintenance, to caring for shrub, herbaceous and rose borders.

[Click here to view the Current Vacancy at the Royal Household](#)

Starting Salary
£27,000

Working hours
Full 5 days a week

Keep looking...

Look at these links to learn more about careers and the various pathways leading to different jobs and sectors. You can also look at the ways you can help yourself now, and expand your knowledge and understanding or gain work experience. There are also some short, fun quizzes for you to take that will suggest careers that may match your personality, ways of working and skills...

Useful Websites

[Prospects.ac.uk](https://www.prospects.ac.uk)

[Free Career Quiz \(sacu-student.com\)](https://www.sacu-student.com)

[Find an apprenticeship - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[It's time to take control of your future | Springpod](https://www.springpod.com)

[NHS Talent Academy](https://www.nhs.uk)

[Careers | The British Army \(mod.uk\)](https://www.mod.uk)

[Royal Navy Jobs | Careers in the Navy & Royal Marines \(mod.uk\)](https://www.mod.uk)

[RAF Recruitment | Home | Regular & Reserve | Royal Air Force \(mod.uk\)](https://www.mod.uk)

[Careers in Sport | News, jobs and career advice for Sport \(careers-in-sport.co.uk\)](https://www.careers-in-sport.co.uk)

[Want to become a police officer? | Join The Police \(joiningthepolice.co.uk\)](https://www.joiningthepolice.co.uk)

[Careers in engineering - A beginner's guide \(theengineer.co.uk\)](https://www.theengineer.co.uk)

[Career options in psychology - The British Psychological Society \(bps.org.uk\)](https://www.bps.org.uk)

[Welcome | Careers in Construction](https://www.cilex.ac.uk)

[Home - CILEX Law School](https://www.cilex.ac.uk)

[UCAS | At the heart of connecting people to higher education](https://www.ucas.ac.uk)

[About our Sixth Form – Bourne Academy](https://www.bourneacademy.co.uk)

[Part of the Inspire Education Group | Stamford College](https://www.stamfordcollege.co.uk)

[Home | Boston College UK](https://www.bostoncollege.co.uk)

[Home | Peterborough College](https://www.peterboroughcollege.co.uk)

[Home \(riseholme.ac.uk\)](https://www.riseholme.ac.uk)

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