



St Ann's Hospice

every day makes a difference

Working for St Ann's

We're proud to care
We're proud to work together
We're proud to make a difference



At St Ann's, there's one thing that motivates us, and that's providing excellent care and support to those living with or affected by life-limiting illnesses.

We're continuously developing our plans for delivering world-class, innovative care and to ensure St Ann's is in the best shape possible for future generations.

You'll be challenged, inspired and empowered to help us achieve our purpose and to play your part in making a difference.

All of our team members will role model our core values...

People matter

People are at the centre of everything we do. We treat each other, and ourselves, with kindness and compassion. We value and celebrate diversity; recognising everyone as an individual.



Brave and bold

We want to grow for the future, not settle. We're not afraid to do things differently, get creative, challenge ourselves and the status quo. We're ambitious in our aims, accountable for our actions and learn from our experiences and successes.



Lead and learn

We're experts in what we do, and we don't stop there. We're always learning; informing and shaping the sectors we're in through education, training and research. We lead by example; sharing best practice, advancing in our fields and pioneering new approaches.



Together we are stronger

Together, we're stronger and have a bigger impact than we could have alone. As a charity, we work in collaboration with supporters, partners and the communities around us. We think beyond traditional boundaries to make sure we're here for our communities for years to come.



Job Role Profile

Housekeeping Assistant

Salary:

Band 2 £22,383 per annum, pro rata
Competency Based Framework.

You will also receive enhancements of between 30% and 60% for weekend, bank holidays and unsocial hours

Location:

Little Hulton

Responsible to:

Housekeeping Supervisor

Core Purpose:

To support the Housekeeper to provide a first class support service.

Job summary

To support the principles of the hospice in its provision of specialist palliative care by assisting the Housekeeper to provide a clean and hygienic environment for patients, staff and visitors.

The Housekeeping Assistant plays a fundamental part in supplying specialist cleaning methods using appropriate cleaning materials and equipment. They will support the housekeeper and ensure that quality standards and methods are set and monitored.

The role requires someone who can show sensitivity and empathy as we support our patients and their families whilst in our care.

Facilities Manager

Head Housekeeper

Housekeeping Assistant

Responsibilities

The Housekeeping Assistant will:

- ✓ Help in the provision of the Housekeeping function for patients, staff and visitors.
- ✓ Maintain the highest standards of cleanliness for all patients, staff and visitors
- ✓ Be responsible for the correct use of equipment
- ✓ Support the housekeeper with implementation of the NHS 2021 National standards in healthcare cleanliness.
- ✓ Comply with the NHS 2021 National standards in healthcare cleanliness
- ✓ Adhere to infection control and Covid 19 standards
- ✓ Ensure High use areas are kept clean
- ✓ Follow the national standards of colour coding and COSHH regulations.
- ✓ Deputise for the housekeeping supervisor when required.
- ✓ Be responsible for accurately completing room completion check sheets.

Requirements

The Housekeeping Assistant will:

- ✓ Have previous experience in a similar role.
- ✓ Will possess or be willing to develop knowledge to ensure the hospice environment is clean and safe and facilitates the need for patients
- ✓ Have experience in cleaning methodologies and techniques (Full training will be given)
- ✓ Hold an NVQ in Housekeeping, or equivalent or willingness to work towards.
- ✓ Have basic level of IT skills, with willingness to develop
- ✓ To cover other duties when required
- ✓ Be prepared to undertake further training courses as required.
- ✓ Be able to organise their time and prioritise activities

The Housekeeping Assistant will be able to:

- ✓ Show enthusiasm for the role and will take pride in delivery of a first class support service.
- ✓ Communicate well with others.
- ✓ Show empathy and understanding towards patients and their families.
- ✓ Aspire to or have an area of specialism, to take a lead on and be proactive in developing others
- ✓ Demonstrate honesty and reliability
- ✓ Work well as part of a team and independently using own initiative
- ✓ Offer flexibility when required.
- ✓ Adhere to agreed systems of work to ensure consistent level of quality.
- ✓ Display the vision and values of the organisation at all times.

Terms and conditions for the Housekeeping Assistant

Contract	Permanent
Work Pattern	22.5 hours (worked 5 days over 7 on a flexible rota). You will also receive enhancements of between 30% and 60% for weekend, bank holidays
Location	Heald Green
Free Parking	Free parking at our Heald Green and Little Hulton hospice sites.
Holiday	35 days, increasing to 37 days after 5 years' service and 41 days after 10 years' service (pro rata, inclusive of bank holidays). In addition staff are able to buy up to 1 weeks' holiday per year via salary sacrifice, pro rata.
Pension	Contributory Stakeholder pension in which we match up to 7% of your gross salary. Or the ability to continue with a previously held NHS pension (subject to making contribution's into the scheme in the previous 12 months).
Life Cover	All staff in the Scottish Widows Pension scheme (with the exception of bank staff) are provided with life cover of three times their basic salary in the event of their death whilst employed by St Ann's Hospice.
Health Cash Plan	We offer access to an employee paid health cash plan. That allows employees to spread the cost of health expenses including dental, optical, physiotherapy and more.
Employee Assistance Programme	Employees can access telephone and online counselling 24 hours a day. Face to face counselling is also available and support on issues including debt, employment law, benefits and housing.
Probation	Six months.
Notice	Four Weeks



St Ann's Hospice, St Ann's Road North, Heald Green, Cheadle, Cheshire SK8 3SZ

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Registered charity number 258085