



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

Maintenance/Driver

Salary Hospice Band 2 £22,383 - £22,583
Competency Based Framework

Location Heald Green

Responsible to Estates Manager

Core Purpose

To provide maintenance and driving services.

Job summary

To work within the framework of the hospice in its provision of Specialist Palliative Care and support care by supporting the team in ensuring that the aims and objectives of the organisation are met.

You will also be responsible for making sure the premises and grounds are maintained to a high standard. You will perform regular checks and carry out repairs and when required contact external agents to support.

You will be responsible for providing a safe and courteous transportation service for our patients to and from the hospice and the collection and delivery of Hospice supplies as and when required.

Head of Facilities

Estates Manager (Cross site) a

Maintenance / Driver

Responsibilities

The Maintenance/Driver will:

- ✓ Carry out general maintenance requests from all departments as and when required.
- ✓ To service and repair the hospice buildings equipment and its grounds to a high standard.
- ✓ Collect and deliver hospice supplies as and when necessary.
- ✓ Transport patients to and from the hospice.
- ✓ Set up rooms for meetings.
- ✓ Be responsible for the upkeep and reporting of vehicle maintenance.
- ✓ Convey patients as and when required for hospital appointments and home visits.
- ✓ Carry out weekly, monthly and quarterly check lists.
- ✓ Perform PAT testing and manage the equipment register

Requirements

The Maintenance / Driver will:

- ✓ Have a full clean driving license.
- ✓ Have some experience of completing basic maintenance tasks
- ✓ Be over the age of 25 for insurance purposes.
- ✓ Have a flexible approach to work and be reliable and a team player.
- ✓ Be able to communicate effectively

The Maintenance / Driver will be able to:

- ✓ Carry out general maintenance requests from all departments as required.
- ✓ Maintain a healthy and safe environment within the hospice departments and other areas as required.
- ✓ Attend all mandatory training.
- ✓ Liaise with external suppliers.
- ✓ Ensure all works carried out by external contracts are of the required standard.
- ✓ Record safety procedures and fire alarm testing records accurately.

Any post holder within the organisation will be expected to undertake safeguarding training appropriate to their role and adhere to safeguarding policies and procedures. All staff must work in accordance with their statutory roles and responsibilities in relation to safeguarding in accordance with the Working Together to Safeguarding Children 2023, The Care Act 2014, and Prevent Duty 2015.

Terms and conditions for the Maintenance/Driver

Contract	Permanent
Work Pattern	37.5 hours, Monday – Friday. Occasional weekend work may be requested to support the organisation.
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	4 Weeks



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

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