



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

Facilities Assistant 18 Month FTC

Salary Hospice Band 4
£25,767 - £27,956
Competency Based Pay
Framework

Location Little Hulton/Heald
Green

Responsible to Support Services
Estates Manager

Core Purpose
To provide excellent estate management

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 support the Estates Manager for making sure the premises and grounds are maintained to a high standard, conforming with statutory requirements in a health care environment.

Working closely with Support Service colleagues and stakeholders at all levels to ensure the delivery of excellent patient care is supported maintained at all times

Head of Facilities

Head of Estates

Facilities Assistant

Responsibilities

The Facilities Assistant will:

- ✓ Produce risk assessments across Support Services including Housekeeping, Driver Maintenance and Catering
- ✓ Arrange method statements for work schedules across Support Services
- ✓ Update the staff training matrix document
- ✓ Compile and input data into an out of hours instruction manual
- ✓ Create safety and quality checklists across Support Services teams to document and rectify issues identified
- ✓ Assist in the planning and delivery of a build project.
- ✓ Support the Estates Manager and the needs of the organisation to ensure the hospice is compliant with our policies and statutory obligations

Requirements

The Facilities Assistant will:

- ✓ Have previously worked in a Facilities or Estates role or a similar environment
- ✓ Have completed IOSH Managing Safely with fire safety training in building management an advantage
- ✓ Have a full clean driving license
- ✓ Be over the age of 25 for insurance purposes
- ✓ Can demonstrate enthusiasm for Estates management, and be a team player
- ✓ Be able an excellent organiser at multi-tasking and an effective communicator at all levels.

The Facilities Assistant will be able to:

- ✓ Maintain a healthy and safe environment within the hospice departments and other areas as required
- ✓ Attend all mandatory training
- ✓ Demonstrate a good understanding of Microsoft excel or other spreadsheet software.
- ✓ Liaise with stakeholders including external suppliers
- ✓ Measure services delivered by external contractors to the required standard
- ✓ Report incidents and maintenance issues through relevant systems

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 2018, The Care Act 2014, and Prevent Duty 2015.

Terms and conditions for the Facilities Assistant

Contract	18 Month fixed term
Work Pattern	37.5 hours, Monday – Friday
Location	Heald Green and Little Hulton
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 contributions 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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