



Bicton Heath, Shrewsbury, SY3 8HS

Re : Housekeeper

This application pack contains the following information regarding the above mentioned post:

- 1. Job Description and Person Specification**
- 2. Information to Candidates**
- 3. Equal Opportunities Monitoring Form**

Having read the enclosed information, your completed application form should be returned to me at the address above, to arrive no later than **14th December 2018**

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Taylor
HR Advisor

Severn Hospice Housekeeper

INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

3. DISCLOSURE

Please note that you are required to disclose details of any criminal record, and any offer of employment will be subject to an Enhanced Disclosure provided by the Disclosure Barring Service

4. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of up to 3 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

5. SALARY

The hourly rate for this post is £8.14 - £8.99 per hour depending on experience. Salaries are paid monthly by credit transfer to a bank or building society account.

6. HOURS OF WORK

You will work 5 days per week 10.30am to 2.30pm (20 hours) Monday to Friday. Alternate 4 hours Saturday working for first 4 weeks of employment

7. HOLIDAY

You will be entitled to 140 hours holiday per year (including public holidays).

8. NOTICE

During your probationary service the period of notice to terminate your employment is one week by either party.

Severn Hospice Equality and Diversity Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service's Code of Practice for Registered Persons and other recipients of DBS information.

A copy of the Hospice's Equality and Diversity Policy is available upon request.

Severn Hospice
EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

To help us ensure the effectiveness of our Equality and Diversity Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for

Full name of applicant

Date of birth (age)

• **Gender**

- Do not wish to disclose
 Male Female Transgender

• **Sexual Orientation**

- Do not wish to disclose
 Heterosexual / Straight Bisexual Gay / Lesbian
 Any other sexual orientation – please specify

• **Religion or Belief**

- Do not wish to disclose
 Baha'I Buddhist Christian Hindu Jain Jewish
 Muslim None Pagan Sikh Zoroastrian
 Any other religion or belief – please specify

• **Ethnic Group**

- Do not wish to disclose
White
 English, Welsh, Scottish, Northern Irish, British Irish Gypsy or Irish traveller
 Any other White background – please specify

Mixed / multiple ethnic group

- White & Black Caribbean White & Black African White & Asian
 Any other mixed background – please specify

Asian / Asian British

- Indian Pakistani Bangladeshi Chinese
 Any other Asian background – please specify

Black / African / Caribbean / Black British

- Caribbean African
 Any other Black, Caribbean, African background – please specify

Other ethnic group

- Arab
 Any other ethnic group – please specify

• **Disability**

- Do you have a physical impairment? Yes No
Do you have a mental impairment? Yes No

Data Protection Act

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature

Date

(please tick appropriate box)

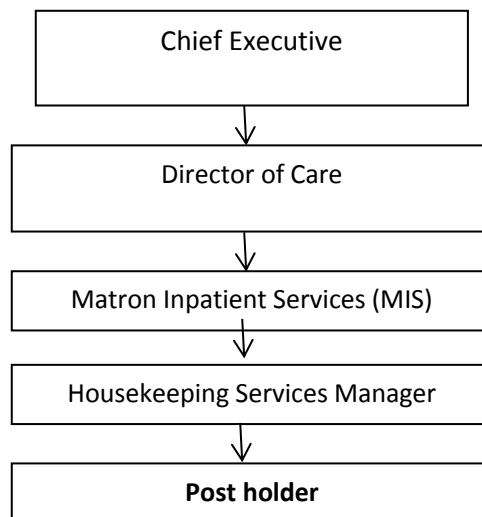
Thank you for completing this form



Job Description

Post Title:	Housekeeper
Band :	Band 2
Reports to:	Housekeeping Services Manager
Purpose of the post:	Working as part of a newly created team in a multi-disciplinary environment, the Housekeeper is expected to make a significant contribution to the efficient and effective operation of the Hospice Living well ethos. This involves undertaking a range of duties associated with the operational requirements of the Hospice premises and infrastructure, Cleaning, Laundry, infection control portorage, health & safety etc. The housekeeper is to be generally flexible by undertaking new duties or accepting revised duties which may arise as a result of changes in Hospice operations or new developments. References to the Hospice in this document include all locations where services are provided.

Organisation Position



DUTIES & RESPONSIBILITIES

Computer skills & record keeping

- Assist in the preparation of daily worksheets
- Complete associated housekeeping/laundry paper work on a daily basis
- Input daily/weekly/monthly data into the Housekeeping Database
- Extract weekly reports via the Housekeeping database
- Communicate with Hospice staff via email and telephone

Infection control

- To follow and comply with the Hospice Infection Control Policy
- To undertake scheduled clinical and non-clinical cleaning of curtains, drapes and other items
- be conversant and compliant with the Hospice COSHH policy and procedure
- Attend and contribute in staff training & development opportunities,
- Attend and contribute in staff meetings and mandatory training sessions

Laundry process

- Undertake daily Laundry activities in a safe manner
- Maintain high standards and quality control of the laundry activities
- Ensure that adequate supplies of linen are correctly located across both sites
- Assist in linen and asset stocktakes
- Carry out regular stock checks of cleaning materials and equipment as required.
- Assist in the safe transportation of linen across both sites

Housekeeping

- To carry out cleaning duties as directed by the Housekeeping services manager across both sites.
- Assist in the monitoring and controlling housekeeping procedures.
- Operating machinery such as scrub machine, steam cleaners and shampoo machine
- To ensure all cleaning equipment and materials are maintained and used correctly.
- Assist in the maintenance of safe and healthy working environment by ensuring adherence to Severn Hospice Health & Safety Policies and Procedures.

Responsibilities and duties may include other tasks as determined by MIS

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur

Supplementary Information and Requirements

All new Hospice employees are on a three months probationary period.

Health and Safety

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Appraisal

All employees are required to participate in the Hospice's appraisal process (permanent contracts only).

Sep 2018 BR/CG/HD

Person Specification : Housekeeper

	Essential	Desirable
<p>Qualifications / Training</p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for the post</p>	<p>Good general education</p> <p>Microsoft computer skills</p>	<p>NVQ level 1 or 2 in Housekeeping or similar</p> <p>In post CoSHH training</p> <p>In post Health and safety training</p>
<p>Experience</p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	<p>Experience in a similar role or environment</p>	<p>Be enthusiastic and meticulous and be able to maintain our reputation by helping to clean and prepare various areas of the hospice.</p>
<p>Skills and Knowledge</p> <p>Range and levels of skills</p> <p>Depth and extent of knowledge required</p>	<p>To be self-motivated, conscientious and good at solving problems</p> <p>Be able to use resources economically and effectively</p>	<p>Be aware of the responsibility to report any accidents, untoward incidents, hazards and unsafe equipment</p> <p>A focus on high standards of Health and safety</p> <p>Beware of correct cleaning solutions and equipment for correct job</p>
<p>Aptitudes and attributes</p>	<p>Good team player</p> <p>Flexible approach to work</p> <p>Able to work under own initiative</p> <p>Good interpersonal and communication skills</p> <p>Willing and able to take on responsibility as and when required</p>	<p>Excellent customer service skills</p> <p>Ability to prioritise workload</p> <p>Sense of humour</p>
<p>Other requirements</p>	<p>Full valid driving license</p> <p>Prepared to work occasional weekends and bank holidays</p> <p>Full DBS is required</p>	<p>Being respectful and courteous when dealing with patients, relatives and other public and professional people</p>