



**Bicton Heath, Shrewsbury, SY3 8HS**

**Re : Steward- Telford**

Thank you for your request for further information for the above mentioned post This pack includes the following :

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

Having read the enclosed information, your completed application form should be returned to me at the address above, to arrive no later than **Friday 28<sup>th</sup> January**, however applications will be reviewed on a rolling basis and the role may close before the confirmed closing date if we have received a sufficient number of suitable applications.

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 Lewis**  
**HR Manager**  
Encs.

## Severn Hospice – Steward

### 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

N/A

#### 4. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of up to 6 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 salary for this post is **£17,978 - £19,089 per annum pro rata** depending on experience. This is Band 2 under the Hospice's pay scale system. Salaries are paid monthly by credit transfer to a bank or building society account.

#### 6. HOURS OF WORK

You will be contracted to work 37.5 hours per week with possible occasional weekend working

#### 7. HOLIDAY

Holiday entitlement is 7 weeks per annum including bank holidays.

#### 8. PENSION

The Hospice is able to offer ex NHS staff continuity of membership\* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(\*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice).

#### 9. COVID

Full COVID vaccination proof (in line with latest government guidance) is a contractual requirement for your position within the Hospice"

## **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 suitably 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.*

## EQUALITY AND DIVERSITY MONITORING FORM

Severn Hospice wants to meet the aims and commitments set out in its Equality and Diversity Policy. To assist the Hospice in meeting this aim, we need to monitor the equality and diversity profile of the workforce. We also need to ensure that we fully comply with the Equality Act 2010. The Act sets out 9 'protected characteristics' – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This form is voluntary and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted and appointed to each vacancy. Should you not wish to complete this form your application will not be prejudiced in any way.

**Please can you complete the form and mark the box with an 'x', where applicable. Please place in a sealed envelope separate to our application form.**

<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Position applied for:</b>	

Are you married or in a civil partnership?

<b>Yes</b>		<b>No</b>		<b>Prefer not to say</b>	
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### ETHNICITY

<b>White</b>	<b>British</b>	
	<b>Irish</b>	
	<b>Gypsy or Irish Traveller</b>	
	<b>Any other White background (please</b>	
<b>Mixed/ Multiple Ethnic Groups</b>	<b>White and Black Caribbean</b>	
	<b>White and Black African</b>	
	<b>White and Asian</b>	
	<b>Any other Mixed/multiple ethnic</b>	
<b>Asian or Asian British</b>	<b>Indian</b>	
	<b>Pakistani</b>	
	<b>Bangladeshi</b>	
	<b>Chinese</b>	
	<b>Any other Asian background (please</b>	
<b>Black/African/Caribbean/Black British</b>	<b>African</b>	
	<b>Caribbean</b>	
	<b>Any other Black background (please</b>	
<b>Other Ethnic Groups</b>	<b>Arab</b>	
	<b>Japanese</b>	
	<b>Any other ethnic group (please specify)</b>	
<b>Prefer not to say</b>		

## AGE

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Under 16		35-39		55-59	
16-24		40-44		60-64	
25-29		45-49		65+	
30-34		50-54		Prefer not to	

## RELIGION AND BELIEF

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Buddhist		Jewish	
Christian		Sikh	
Hindu		No religion or belief	
Muslim		Prefer not to say	

## GENDER

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Male		Female		Transgender		
					Prefer not to say	

## SEXUAL ORIENTATION

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Heterosexual		Lesbian		Gay		Bisexual			
								Prefer not to say	

## DISABILITY

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A disabled person is defined in the Equality Act 2010 as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day to day activities. Examples are: mobility, manual dexterity, speech, hearing, seeing and memory.

The definition also covers HIV, Multiple Sclerosis and Cancer from the time of diagnosis, and progressive conditions from the point at which they have an impact on day to day activities.

The Hospice will consider making such adjustments as are reasonable in compliance with the Equality Act 2010.

Having read this do you consider yourself to be covered by the definition?

Physical Impairment	Yes		No		Prefer not to say	
Mental Impairment	Yes		No		Prefer not to say	

## DECLARATION

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The information you provide on this form will be used in anonymised form for the Hospice to internally record and monitor its progress against a number of indicators of workforce equality.

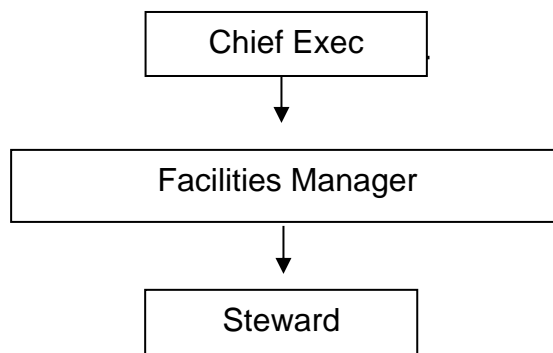
I agree to the use of my personal information as explained above

Signature:	Date:
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## Job Description

<b>Post Title:</b>	<b><i>Steward</i></b>
<b>Reports to</b>	Facilities Manager
<b>Purpose of the post:</b>	<p>Working as part of a team in a multi-disciplinary environment, the Steward is expected to make a significant contribution to the efficient and effective operation of the Hospice. This involves undertaking a range of duties associated with the operational requirements of the Hospice premises and infrastructure, portering, driving, basic maintenance, health and safety, security etc.</p> <p>The Steward 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.</p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Help to create a good working atmosphere and recognise the importance of patients' needs</li> <li>• Maintain good inter-personal relationships with all groups of staff within the Hospice, and with outside agencies with links to the Hospice</li> <li>• Be a good team worker</li> <li>• Be a person who takes pride, care and attention to detail in fulfilling their responsibilities.</li> </ul>

## Organisation Position



## **Key Responsibilities**

- Operating a system for the routine maintenance of the oxygen supply system and ensuring that prescribed safety limits are adhered to and up to date records are maintained.
- Undertaking basic maintenance as directed by the Facilities Manager. To accept responsibility for the Hospice's Property Maintenance Programme (PMP) in conjunction with the maintenance department.
- Carrying out health and safety checks and associated record keeping.
- Ensuring that the premises are clean, tidy and well presented.
- Maintenance of the general up-keep of the grounds; sweeping and collecting litter etc. from paths and entrance areas to the Hospice
- Ensuring the general security of the building and grounds for the protection of personnel working in the Hospice.
- General driving duties, routine vehicle safety checks, cleaning and mileage records.
  
- Cleaning duties as instructed by the Facilities Manager
- To respond to emergency call outs when available to do so. Emergency out of hours call outs will be at an agreed enhanced rate of pay.
- Delivery of food trolleys to the Day Unit and Ward area and their return to the kitchen.
- Delivery of mail and clerical data within the unit.
- Collection of drug boxes and delivery to the nurse in charge. Collecting orders from pharmacy, chemist, delivering blood samples, etc.
- Securing the building and outbuildings.
- General escort duties of a routine and non-routine nature including patients and visitors.
- Effective operation of the General Stores and maintenance of stores records etc. under the guidance of the Facilities Manager
- Preparing rooms/equipment for meetings and functions and providing assistance at social functions when required as per the weekly bookings sheet.
- In the absence of the Facilities Manager, maintaining a close liaison with outside contractors on site to enable the unit to run smoothly and ensuring compliance with health and safety procedures.
- General maintenance of lawns.
- Collection and delivery of goods.
- Ensuring safe storage of clinical and other waste pending collection.
- Fire alarm testing.
- Emergency lighting checks.
- Minor repairs to equipment on the instructions of the Facilities Manager

- Promote and incorporate equality and diversity in all aspects of the team's operations and in the public domain

The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.

### **Supplementary Information and Requirements**

All new Hospice employees are on a six month 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).

*Last updated: September 2021*



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications / Training</b></p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for the post</p>		<p>Manual handling training</p> <p>Handling and operation of oxygen cylinders</p>
<p><b>Experience</b></p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>		<p>Previous work in care homes or hospitals</p>
<p><b>Skills and Knowledge</b></p> <p>Range and levels of skills</p> <p>Depth and extent of knowledge required</p>		<p>Basic home maintenance</p> <p>Basic vehicle maintenance</p>
<p><b>Aptitudes and attributes</b></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>Ability to maintain records</p> <p>Willing and able to take on responsibility as and when required</p>	<p>Sense of humour</p>
<p><b>Other requirements</b></p>	<p>Full valid driving license</p> <p>Prepared to work flexible hours including weekends and bank holidays</p> <p>Minimum age 25 years (Insurance policy restrictions)</p>	